



Genesis Academy  
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Director: Melissa Adams  
Principal: Megan Pyle

[www.genesislearn.org](http://www.genesislearn.org)

# *Student Handbook*



## *New Beginnings*

*August 2017*

## ***The Genesis Mission Statement***

*As we strive for excellence, it is our mission as individuals and as a whole  
to assist each child, youth, and adult we serve  
to reach for their greatest human potential,  
to find success from within, and  
to actively participate in the community of humankind.*

## ***It Is Our Belief That:***

*Our children are precious gifts of the future.  
We have been chosen to be the bearers of these prized possessions.  
They are placed in our care for each of us to nurture, protect, and love.  
No task on earth is greater, or more prestigious, than to care for  
God's special children and our future.*

## ***Statement of Organizational Goals***

*To always consider first and be of direct benefit to  
the children, youth and families we serve.  
To always maintain the highest level of education, care and service  
for each child, youth, and family we serve.  
To provide young people and their families assistance  
before problems become so serious that solutions within the community  
are difficult to find and implement.*

## WELCOME STUDENTS

### **Civil Rights Notice to Parents:**

In compliance with state and federal law, Genesis Learning Centers will provide, without discrimination, each protected student with disability related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program or extracurricular activities to the maximum extent appropriate to the student's abilities.

To qualify as a protected student with a disability, the student must be of school age with a physical or mental disability, which substantially limits or prohibits his/her access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on evaluation procedures, provision of services to protected students, or to file a complaint, contact:

The Tennessee Department of Education  
Attention: Peachie Jones  
710 James Robertson Parkway, 9th Floor  
Nashville, TN 37243  
Phone: 615.253.1550  
Fax: 615.253.5667  
Email: peachie.jones@tn.gov

### **Non-Discrimination Policy for Students and Employees:**

It is the responsibility, policy, and practice of Genesis Learning Centers to provide equal opportunity to all students and employees without regard to race, religion, sex, color, age, physical or mental disability, national origin, marital status, or sexual orientation.

Donations and gifts to Genesis Learning Centers are always greatly appreciated. Genesis Learning Centers is an approved 501 (c) (3) tax exempt non-profit corporation registered with the Tennessee Secretary of State and the United States Internal Revenue Service.

We are very pleased that you are able to attend our school. Some of you are new students, others are returning. In either case, we are truly glad you are here.

This unique school was created to serve young people, like you, who have experienced difficult times in school and/or home. These difficulties may be related to learning, emotional hardships, and/or behavior problems. Our goal is to provide you with a positive learning environment to help you grow and become successful in school, work, and home. By the end of the school year, we want you to know that you are able to learn new things, that you can control your behaviors, that you are a positive, capable person who has potential to become a successful, happy person.

Our program has three components. First, we work on your academic skills. You may be behind in some school work, so we will work on building your basic skills. This will give you a stronger foundation to keep learning. Others of you are right on track and we will be focusing on a high school diploma. As a part of our academic program, for older students, we offer assistance in job placement and vocational readiness.

Our second aspect relates to your social, emotional and behavioral abilities. Our school centers on a structured, positive setting. You will be given every opportunity to earn privileges and rewards. However, inappropriate behavior will also be dealt with directly and immediately. The idea is to teach you ways to meet your personal goals in a positive way, rather than meeting failure and rejection because a poor choice was made. Focus will be placed on meeting goals and constructive problem solving skills. We will assist you in identifying your feelings and help you find positive outlets to express these feelings.

The third component is our commitment to your family. We will be keeping your family informed of your progress, successes and, yes, when problems or concerns may arise. We work closely with your family to help with problems at home, as well as, at school. It is very important for your family to be a part of your school program. By communicating with them on a regular basis we can help you learn to deal with difficulties in a variety of places. It is also important for your family to know about your progress and good behavior. For example, we send a weekly progress report home every Friday.

The following pages outline our rules and programs for our students. Please review this booklet carefully with your family. You are expected to follow these guidelines at all times. Should you have any questions, please ask.

Again, we are glad you are here and want you to know our door is always open to you.

**Terry Adams**  
Executive Director

**Melissa Adams**  
Asst. Executive Director

## Grading Scale

For All Grades:

A	93-100
B	85-92
C	75-84
D	70-74
F	50-69

## Honor Roll

A student is awarded Honor Roll, when he or she earns an 80% average of all subjects.

## Grading Procedures

- Grades will be given for participation, projects, oral work, and written work.
- If a student has ISS, he/she will still be given the opportunity to complete his/her work.
- If a student has OSS, he/she will receive a make-up work upon return.
- Students have an equal amount as days missed to make up any work due to absences.
- If a student is caught cheating, he/she will be given a *zero* for that assignment.

## Homework

Homework will be given each night Monday thru Thursday. Students are required to bring the homework to school the following day. Genesis believes evenings and weekends should include Family Time as much as possible. Homework given is at a reasonable amount in order to accommodate this.

## Transition Requirements

Students may transition back to public school upon completion of a Back-to-School contract and an agreement from the IEP team. The length and requirements of the contract will vary depending on the needs of the student.

## Important Dates

### Quarterly Schedule:

1 <sup>st</sup> Quarter	August 7, 2017 – October 5, 2017
2 <sup>nd</sup> Quarter	October 16, 2017 - December 15, 2017
3 <sup>rd</sup> Quarter	January 3, 2018 - March 15, 2018
4 <sup>th</sup> Quarter	March 19, 2018 - May 24, 2018

### Mid-Quarter Progress Reports to go Home:

1 <sup>st</sup> Quarter	Wednesday, September 6, 2017
2 <sup>nd</sup> Quarter	Wednesday, November 15, 2017
3 <sup>rd</sup> Quarter	Wednesday, February 7, 2018
4 <sup>th</sup> Quarter	Wednesday, April 25, 2018

### Quarterly Report Cards to go HOME:

1 <sup>st</sup> Quarter	Monday, October 23, 2017
2 <sup>nd</sup> Quarter	Tuesday, January 9, 2018
3 <sup>rd</sup> Quarter	Monday, March 26, 2018
4 <sup>th</sup> Quarter	Thursday, May 24, 2018

## Testing Information

### **EXPLORE/PLAN**

The EXPLORE assessment is administered to students in the 8<sup>th</sup> grade. It contains four assessments in the areas of English, Math, Science, and Social Studies.

The PLAN assessment is administered to students in the 10<sup>th</sup> grade. It serves as the midpoint measure of academic progress in the *Explore, Plan, ACT* cluster for College and Career Readiness program. It is a resource that helps measure academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

### **TNReady (grades 3-8)**

The TNReady test provides a measure of knowledge and application skills for students in grades 3-8. Students are tested in Math, Reading and Language Arts, Science, and Social Studies. The test scores will count a weighted percentage towards the student's final grade.

### **TNReady/EOC (grades 9-12)**

The state of Tennessee requires TNReady and/or End of Course (EOC) Assessments in English I, English II, English III, Biology, Chemistry, US History, Integrated Math I, Integrated Math II, Algebra I, and Algebra II for those students working towards a high school diploma. The EOC assessment score will count 25% towards the second semester average.

## Graduation Requirements

Students may graduate with high school diploma. As a State-approved school, the Tennessee Department of Education determines the graduation requirements. Three diploma types are offered. These are special education diploma, occupational diploma, and general education diploma.

### **Special Education Diploma**

- Students must satisfactorily complete an Individualized Education Program (IEP).
- Students must have satisfactory records of attendance and conduct

### **Occupational Diploma**

- Students must satisfactorily completed an Individualized Education Program (IEP)
- Students must have satisfactory records of attendance and conduct
- Students must have completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA)
- Students must complete two (2) years of paid or non-paid work experience

### **General Education Diploma**

- Students must satisfactorily obtain 22 credits. Specific credits are listed below.
  - ◇ **Math:** 4 credits
  - ◇ **English:** 4 credits
  - ◇ **Science:** 3 credits, including Biology, Chemistry or Physics, and a third lab course
  - ◇ **Social Studies:** 3 credits, including U.S. History and Geography, World History and Geography, U.S. Government and Civics, and Economics
  - ◇ **Physical Education and Wellness:** 1.5 credits
  - ◇ **Personal Finance:** 0.5 credits
  - ◇ **Foreign Language:** 2 credits \*\*
  - ◇ **Fine Arts:** 1 credit \*\*
  - ◇ **Elective Focus:** 3 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)

\*\*May be waived for students not going to a University to expand and enhance the elective focus

## Genesis Big 4

1. Follow Directions.
2. Follow the Dress Code.
3. Respect and Take Care of Staff, Peers, and Property.
4. Complete Daily Assignments.

## Student Expectations

1. Students are expected to use appropriate language. This means tone of voice, profanity, facial or body expressions, etc.
2. Students are expected to follow all directions given by authoritative figures.
3. Students are expected to do all assigned class work.
4. Students are expected to listen to the teacher without any interruptions.
5. Students are expected to treat peers and adults with respect, patience, and kindness.
6. Students are expected to think and speak positive about others.
7. Students are expected to stay awake at all times.
8. Students are expected to keep their area and the school clean.
9. Students are expected to stay in assigned area.
10. Students are expected to be with a teacher or have adult supervision at all times.
11. Students are expected to dress appropriately, following the Genesis dress code at all times.
12. Students are expected to refrain from horseplaying at all times.

## Individual Contracts

Individual contracts will be used as a positive reinforcement system to track target areas of need specific to each student. The plan will be written in collaboration based on the needs of the student as stated in the IEP, FBA/BIP, and other observed needs. Students will have the opportunity to receive special reinforcers such as time with preferred staff, extracurricular time, tangible items of interest, and (or) edibles.

## Smoking/Alcohol Policy

There is no smoking or alcohol allowed on school property. All tobacco and alcohol products (including lighters) are considered contraband. These items will be confiscated. A citation may be issued if any of these items are found.

## Telephone Use

No phone calls are to be made without staff approval and supervision. Students need to take care of personal business outside of school.

## Medication Policy

Please make sure all medication is sent in the prescribed bottle. All prescribed medication must be labeled with your name. All special instructions (by parent/guardian or doctor) must be in writing with medication. All medication will be locked in a secure cabinet. In order to receive prescription medication at school we must have a signed Medication Administration Consent Form.

## Student Safety and Searches

Students will be searched upon entering the school building each day. Students may also be asked to participate in random searches.

## Leaving Campus

Students are not to leave campus without parental permission. Once a student leaves campus, the police and parent will be called. Upon arrival students will undergo a complete and thorough search.

## City Bus

Students must have written parental permission to ride the city bus. Under no circumstances will a student be given permission to walk home.

## Bullying

**BULLYING IS NOT TOLERATED!** Genesis Academy prohibits the harassment of any student by any employee or student. Prohibited harassment includes, but is not limited to; unwelcome physical and verbal advances, requests for favors, and other verbal, visual or physical conduct of inappropriate nature.

Genesis expects students or staff to immediately report incidents of bullying of any kind to a counselor, teacher, or administrator. Any person who engages in the bullying of another will be subject to disciplinary action up to and including criminal charges.

## Weapons

Weapons are not permitted on school property. Weapons are defined as any item or replica of an item designed or used for inflicting bodily harm or physical damage. Any student being found with a weapon will face disciplinary action.

## Other Policies and Procedures

### Personal Items

Students are not to bring personal items and items unrelated to education to school. These items include backpacks, video games, DVDs, and pets.

### Student Money

Students are not to bring to school more than \$5.00 unless approved by Administration. Any money over the \$5.00 limit will be collected and returned at the end of the day. The office is unable to provide change.

### Borrowing and Lending

Personal items are not to be brought to school or loaned between students or staff during the school day. If a student brings in a personal item, the item will be collected and a parent will be called.

### Cell Phone, MP-3 Players, I-Pod, CD Player Policy

Should a student bring a cell phone or music playing device to school, they are to turn it in to the front office. These items may be picked up at dismissal. Violation of this policy will result in consequences. Violation of this policy will result in Warning and Parent Call (1<sup>st</sup> time). Further violation will result in parent being called to come pick-up the phone.

### Open Containers

Students are prohibited from bringing open beverage containers to school. If a student brings an open container to school, the student will be instructed to throw the item away or may be taken by staff.

### Tylenol Policy

The school will not provide Tylenol for students. Students needing to take Tylenol during school hours will need to have a signed note from the parent. Students needing to take Tylenol must provide their own bottle that is unopened with the student's name on the bottle.

### Energy Drink Policy

Students are not allowed to have in possession or consume energy drinks during school hours. All energy drinks that are brought school will be collected and returned at the end of the day.

### Outside Involvement

We do not recommend and highly discourage students calling, visiting, or dating each other. Over the years, we have periodically dealt with problems that occurred as a result of our students socializing outside of school. Usually when the problems occur, they then show up at school. Our focus needs to stay on school requirements and issues.

## Goal System

Every student will have 1-2 goals. Goals are based on the individual needs of the student and their IEP.

Staff will review goals with each student in the morning and in the afternoon. A goal score will be determined in the afternoon. This is commonly referred to as **goal time**. Students are expected to know their goals and goal scores each day.

**Goal scores** are based on how well a student does on his/her goal for the day. A "No" is given when a student does not meet his/her goal.

Example Goal: Bobby will follow directions within 2 prompts.

If Bobby does not comply after 2 prompts, then Bobby will receive a *No*. **Note- Only one *no* can be given for each situation.**

**To determine daily goal score** use the following.

0-1 *No* = 4  
2 *Nos* = 3  
3 *Nos* = 2  
4 *Nos* = 1

If a student has 2 goals, a goal score is determined for each goal. Then the average of both goals will give the student the daily goal score.

For example: Goal #1 – 3 points                      Ave. Goal Score – 2.5  
                    Goal # 2 – 2 points

The daily goal score is then plotted on the graph titled *Daily Goal System Point Graph*. This graph is posted on a wall in the classroom.

Students who achieve at least 80 % mastery on their goals for the week will earn goal trip. Students must be present 3 days of the week to earn goal trip. A student who is absent due to an Out-of-school suspension (OSS) will receive a score of a 0 for that day.

Goal trips may consist of going off campus or remaining on campus. Off-campus goal trips may include bowling, going to the park, museums, zoo, etc.

## Dress Code Policy

### Acceptable Standard School Attire at Genesis

- Blue Jeans or Khaki pants, shorts, capri pants, skirts, skorts, or jumpers.
- Shorts, skirts, skorts, and jumpers must extend below the fingertips.
- All shirts must have a collar and be properly buttoned and tucked in.
- All pants must be worn at the waistline
- All pants must be belted (with belt loops).
- Dresses with short or long sleeves and a collar.
- Chests and midriffs must be covered.
- A single blazer, suit jacket, vest, sweater, sweatshirt is permitted as a garment that may be worn over the Standard School Attire top.

### Non-Acceptable Standard School Attire at Genesis

- No sagging pants, cargo pants, cut-off pants, or rolled up pants
- No athletic shirts (Ex. football jerseys)
- No T-Shirts
- No symbols of gangs, sex, violence, satanic, drugs, or alcohol on clothes  
Ex: rubber bands, colored beads, shoe laces, bracelets, lanyards, etc.
- No torn clothing
- No see-through clothing
- No chains, spiked accessories, or oversized jewelry
- No head coverings such as hats and bandanas (gang symbol)
- No grills
- No hoods worn inside/outside the building during the school day.
- No open-toed shoes, flip-flops, or house shoes.

Note: Outerwear such as raincoats, cold-weather jackets, and heavy winter coats may not be worn in the school during the school hours.

## Attendance Policy

The law requires students kindergarten through 8<sup>th</sup> grade to be in school at least 95% of the time. These students can have no more than nine (9) unexcused absences for the year. The requirements for grades 9-12 is attendance at least 93% of the time. These students can have no more than five (5) unexcused absences in the first semester and seven (7) unexcused absences in the second semester, for a total of twelve (12) days during the year. Failure to meet this requirement could mean that the student may not pass to the next grade or failure to graduate for a senior.

### Excused Absences

- Child's Illness (Doctor's note may be required after three (3) consecutive days)
- Illness in the Family (Doctor's note required after three (3) consecutive days)
- Death in the Family (Up to three (3) days)
- Recognized and Religious Holidays (observed by persons of their faith)
- Doctor's appointment (need a Doctor's excuse)
- Court

### Unexcused Absences

- Skipping School
- 3 unexcused tardies

### Tardiness

- A student is considered unexcused tardy (late) after 1 hour.
- A total of 3 unexcused tardies will equal 1 unexcused absence.
- Frequent unexcused tardies may result in repeating the grade or not graduating.

### Truancy

- A truancy referral to the school system may be completed on a student once they have had five (5) unexcused absences.
- A truancy referral to Juvenile Court may be completed on the student once they have had ten (10) unexcused absences.
- Manifestation meeting will be held.