



Genesis Prep Academy MS | HS Discipline Policy

Attendance

Students may not miss more than 10 days in a semester or risk losing credit for the class(es). (Excluding school related and/or COVID related absences, and any absences due to circumstances beyond the control of the student, parent, and/or the school.)

- If a student misses more than 10 days in a semester a letter must be written to the principal/school board to provide an explanation and to petition for a waiver to the policy.

Pre-arranged Absences

If a student must be absent due to a family activity, arrangements should be made in advance. A written request for assignments should be received by the teacher at least one week in advance of the absence. Students are expected to complete assignments given during a pre-arranged absence and turn them in on the first day they return. Elementary students will be allowed a reasonable amount of time to make up tests and quizzes following pre-arranged absences.

Make-up Work

It is the student's responsibility to check with the teacher and to complete the required make-up work within the allowable make-up period upon the students return to school. Students are allowed a one-day make-up period for each day of excused absence. Major projects, with due dates known in advance, are exempt from this make-up time allowance. Unexcused absences will result in a zero for assignments and tests given on the day of the absence. Grades will not be lowered as a result of excused absences, but if a student who was absent is given the allotted make-up time and fails to make up missing work they will be given a zero for the missing assignments.

Late Assignment Policy

Assignments are to be turned in at the beginning of the period unless instructed otherwise. Assignments turned in after the collection time are considered late and will be reduced 10% for each day they are late.

- Students will be allowed to turn in a maximum of 3 assignments per class per quarter within this policy.
- All assignments over the first three (per class) will receive a zero.
- Assignments turned in more than 3 days late will receive a zero.

Tardy | Unprepared | Off-Task

Students are expected to be in their seats & prepared for class at the start of the period. Students are also expected to be actively engaged in the educational activity. Failure to meet this requirement disrupts the educational progress for the entire class. Violation of these expectations will result in the following consequences.

- **1st Offense:** Verbal warning to student
- **2nd Offense:** Verbal warning to student
- **3rd Offense:** Detention & parents notified by the teacher
- **4th Offense:** Detention & parents notified by the teacher
- **5th Offense:** Parents notified & student assigned Friday School.

Plagiarism | Cheating

Plagiarism is defined as the act of presenting other people's ideas and writing as one's own and/or not giving credit to the original source. Cheating is defined as when a person misleads, deceives, or acts dishonestly on purpose.

- **1st Offense:** Student will receive a zero on the assignment and the parent will be notified.
- **2nd Offense:** Student will receive a zero on the assignment and the parent will be notified. Students will be referred to the principal for a conference.
- **3rd Offense:** Student will receive a zero on the assignment. The parents and student will meet with the principal. Student is assigned Friday School.

Note: plagiarism and cheating offenses are cumulative across all classes for the entire year/do not reset at semester.

Cell Phone Policy

Students' cell phones (earbuds, ipods, smart watches, etc.) are not to be used, on or visible during class time. Students may use their phones/devices before school, between classes & at lunch. Instructors may at times allow students to use their phones/devices in class for specific activities. **Note:** students viewing inappropriate content/using devices in inappropriate ways, or using devices to take pictures/videos of other students without their consent or permission also violates this policy. Violation of the Cell Phone Policy will result in the following consequences.

- **1st Offense:** Phone will be confiscated and turned into the Principal. The Student may pick up their phone from the Principal at the end of the school day.
- **2nd Offense:** Phone will be confiscated and turned into the Principal. The phone will be only returned to the parent at the end of the day.
- **3rd Offense:** Phone will be confiscated and turned into the Principal. The phone will be only returned to the parent at the end of the day. The student will be assigned Friday School.
- **4th Offense:** Phone will be confiscated and turned into the Principal. The phone will only be returned to the parent at the end of the day. The student will not be allowed to have a cell phone at school for the remainder of the semester.

RLM Cafe Use Policy (includes the Coke machine in RLM 1)

Students are not allowed to access the Cafe/Coke machine during school hours. For the purposes of this policy the Cafe/Coke machine is considered "off campus." Juniors/Seniors who have properly secured off campus lunch privilege can use the Cafe/Coke machine at lunchtime, but they are not allowed to bring food/drinks back to another student(s). Note: GPA Staff members can take their classes to the Cafe at their discretion, while being sensitive to frequency.

- **1st Offense:** Student meets with the principal and loses use of the Cafe (even if properly supervised) for 2 weeks.
- **2nd Offense:** Student meets with the principal, parents notified, and loses use of the Cafe (even if properly supervised) for 4 weeks.
- **3rd Offense:** Student meets with the principal, parents notified and student is assigned Friday School.
- **4th Offense:** Student meets with the principal, parents notified, discipline at the discretion of administration.



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Off Campus Lunch Policy

Juniors and Seniors, with a signed "Off-campus Lunch" form on file with the front office, will be allowed to leave the school campus for lunch. In order to maintain off-campus lunch privileges, students must comply with the following:

1. Parent(s) and student(s) must sign the application annually, and it must be on file with the front office.
2. Student(s) must sign out with the office when leaving and sign back in at the office when returning.
 - a. Student(s) failing to sign in/out will lose their off campus privileges for 2 weeks and parents will be notified.
3. Students with off campus lunch privileges will return to class on time. Note: if a student becomes ill while off campus, a parent/guardian must call the office to properly check the student out. Failure to do so will be treated as an unexcused absence.
 - a. Excessive tardies (more than 3 per quarter) will result in loss of privilege for the remainder of the quarter, and parents will be notified.
4. Students must maintain a good conduct record (no detentions or Friday school)
 - a. Students who receive a behavioral detention will lose off campus privileges for 2 weeks and parents will be notified.
 - b. Students who receive a Friday school will lose off campus privileges for 1 month and parents will be notified.
5. Students must maintain good academic standing.
 - a. Students who are on the "Below 70" report will have their privileges suspended until such a time as they are no longer on the "Below 70" report, and parents will be notified.
6. Students may not purchase food/beverages to be brought back for other students.
 - a. Students bringing back food/beverages for other students will lose their privileges for 1 month and parents will be notified.

Food Delivery Policy

Due to the challenges presented with food being delivered too early or too late it is the policy of GPA to not allow food delivery for students at lunch, or at any time.

- **1st offense:** students are allowed to receive their food, the policy is reviewed and parents are notified.
- **2nd offense:** students are not allowed to receive their food (food is placed in the staff refrigerator) until the end of the day, parents are notified.
- **3rd offense:** students are not allowed to receive their food (food is placed in the staff refrigerator) until the end of the day, parents are notified and a Friday school is given.
- **4th offense:** students are not allowed to receive their food (food is placed in the staff refrigerator) until the end of the day, parents are notified and Administration will determine an appropriate consequence.

Dress Code Policy

Students are expected to dress modestly and appropriate for school. Specific expectations include:

1. No skin tight clothing including "yoga" pants, exercise pants, leggings, skin tight jeans, etc.
 - a. Ripped jeans (jeans with holes in them) can be worn only if all holes/rips higher than 4 inches above the knee are lined with fabric OR an appropriate undergarment is worn that prevents skin from showing.
2. No pictures or wording on clothing that could be offensive in any way or reference drugs, alcohol, tobacco or sex are permitted. No tank tops, spaghetti straps, sleeveless or off the shoulder shirts are permitted.
3. No midriff skin should be shown at any time.
4. No undergarments should be exposed.
5. Shorts and/or skirts must be no shorter than 4 inches above the knee.

Violation of the dress code policy will result in the following consequences:

- **1st Offense:** Students will be informed of the violation and required to address the clothing violation.
- **2nd Offense:** Students will be informed of the violation and required to address the clothing violation. Parents will be notified.
- **3rd Offense:** Students will be informed of the violation & required to address the clothing violation. Students will be assigned detention & parents will be notified.
- **4th Offense:** Students will be informed of the violation and required to address the clothing violation. Students will be assigned Friday School and a parent conference will be scheduled.

Vandalism Policy

Destruction and/or vandalism of school property including, but not limited to defacing school desks, lockers, equipment, etc. will result in the following consequences:

If can be easily removed:

- **1st offense:** student cleans all tables in the classroom before or after school, or during a lunchtime detention.
- **2nd offense:** student cleans all tables in the classroom before or after school, or during a lunchtime detention and parents are notified.
- **3rd offense:** student cleans all tables in the classroom before or after school, or during a lunchtime detention, parents are notified and a Friday school is assigned.

If it cannot be removed:

- **1st offense:** student cleans all tables* in the classroom before or after school, or during a lunchtime detention and parents are notified.
- **2nd offense:** student cleans all tables* in the classroom before or after school, or during a lunchtime detention, parents are notified and a Friday school is assigned.
- **3rd offense:** student cleans all tables in the classroom before or after school, or during a lunchtime detention, parents are notified and pays to replace the table.

If it cannot be removed *and* is inappropriate and/or offensive:

- **1st offense:** student cleans all tables in the classroom before, or after, or at lunchtime, parents are notified AND pays to replace the table.
- **2nd offense:** parents notified and discipline will be at the discretion of administration.



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Friday School

Students assigned to Friday School attend school on Friday from 8:00 a.m. to 12:00 p.m. (date TBD by Administration). Typically students participate in some form of community service for the School and/or Real Life Ministries. Friday School is supervised by the Director of Student Services, Principal or appropriate GPA

Staff designee. Students are required to pay a \$25.00 Friday School fee.

Violation Reset

Unless otherwise noted, or as a part of an individual student behavioral contract, all violations will reset at the semester.