



GENESIS PREP
A C A D E M Y

GOD CENTERED | DISCIPLESHIP DRIVEN | CREATIVE EDUCATION

STUDENT & FAMILY HANDBOOK

Approved 8/22

Section 1 - Introduction	9
Section 2 – Identity of Genesis Prep Academy	10
2.1 Mission Statement	10
2.2 Vision Statement	10
2.3 Principles of a Christian Education	10
2.4 GPA Doctrinal Statement	10
2.5 Lifestyle Statement	14
2.6 Gender Identity/ Sexual orientation / Transgender protocols	14
2.7 School History, Purpose and Organization	15
2.8 School Affiliations	15
2.9 Change to Policies and Procedures	15
Section 3 – General Policies and Procedures	16
3.1 Communication	16
3.2 Safety	16
3.2.1 Safety Drills	16
3.2.2 Alice Training	17
3.2.3 Weather Related Closures	17
3.2.4 Emergency Closing	17
3.3 Admissions Policies	17
3.3.1 Enrollment process for new students	17
3.4 Teacher requests	17
3.5 Situations Requiring Testing/Educational Evaluation	17
3.5.1 General Admission Lottery Information	18
3.5.1.1 Eligibility	18
3.5.1.2 Lottery Procedure	18
3.5.1.3 Student Information Received after the Lottery:	18
3.5.1.4 Sibling Definition	18
3.5.2 Current Student Re-enrollment Review	19
3.5.3 New Student Conditional Status	19
3.6 Financial Policies	19
3.6.1 Delinquent Payment Policies	19
3.6.2 Returned Payments	19
3.6.3 Refunds	19
3.6.4 FACTS Tuition Management	20
3.6.5 Tuition Discounts	20
3.6.5.1 Grant & Aid	20
3.6.5.2 Full Time Church Staff Discount	20
3.6.5.3 Multiple Child Discount	21
3.6.5.4 Early Payment Discount	21
3.6.5.5 Volunteer Credit	21

3.6.6 Additional School Fees	21
3.6.7 Withdraw Policy	21
3.6.8 Records and Transcripts	22
3.7 Attendance	22
3.7.1 School Hours	22
3.7.2 School Days not in session	22
3.7.3 Attendance Policy	22
3.7.3.1 Elementary	22
3.7.3.2 Secondary	22
3.7.4 Attendance Communication	23
3.7.5 Excused Absence vs. Unexcused Absence	23
3.7.6 Tardiness	23
3.7.6.1 Elementary	23
3.7.6.2 Secondary	23
3.7.6.3 Special Circumstances	23
3.7.7 Sign-in Sign-out Procedures	24
3.7.7.1 Elementary	24
3.7.7.2 Secondary	24
3.7.8 Attendance Requirements for Secondary Students in Co-Curricular Activities	24
3.7.9 School-Approved Activities	24
3.8 Facilities Use Policy	25
3.9 Network/Internet Acceptable Use Policy	25
3.10 Delivery of Messages or Other Student Items	25
3.11 Lunch Deliveries	25
3.12 RLM Cafe Use Policy (includes the Coke Machine in RLM1)	25
3.13 Campus Visitation Security Guidelines	26
3.14 Volunteers	26
3.15 Book Care	26
3.16 Grievance Procedure	26
3.17 Lunch Program	27
3.18 Lost & Found	27
3.19 Student Property	27
3.20 Request for Transcripts	27
Section 4 – Medical Policies and Information	28
4.1 Health Services	28
4.2 When to Stay Home	28
4.3 Emergencies and/or illness	28
4.4 Medication Policy	28
4.4.1 Medical Authorization	28
4.4.2 Over-the-Counter Medications	29
4.4.3 Guidelines for Dispensing Prescription Medication	29
4.4.4 Inhalers	29

4.4.5 Epipens	29
4.4.6 Medical Equipment	29
4.4.7 Disposition of Medication at the End of the School Year	29
4.5 Immunization Requirements	30
4.6 Communicable Disease Policy	30
Section 5 – Parental Partnership	32
5.1 Discipleship at GPA	32
5.2 School Expectations of Parents	33
5.3 School Parent Partnership	33
Section 6 – Student Conduct	35
6.1 Philosophy and Guiding Principles of Student Conduct and Discipline	35
6.2 Student Code of Conduct	35
6.3 Disciplinary Procedures	35
6.3.1 Friday School (Secondary Students)	36
6.3.2 In-School Detention (ISD)	36
6.3.3 Out-of-School Suspension (OSS)	36
6.3.4 Disciplinary Probation	37
6.3.5 Expulsion	37
6.4 Public Displays of Affection Physical Contact	37
6.5 Use of Profanity	37
6.6 Off-Campus & Online Conduct	38
6.7 Anti- Bullying Harassment Policy	38
6.8 No Retaliation	39
6.9 Cheating & Plagiarism	41
6.10 Technology	41
6.10.1 Electronic Devices & Cell Phones	41
6.10.2 iPad & Chromebooks	42
6.10.3 Music Media	42
6.11 Dress Code	42
6.11.1 Elementary Dress Code	43
6.11.2 Secondary Dress Code	43
6.12 Middle School / High School Discipline Policy	44
6.13 Campus Care	44
6.14 Inappropriate Materials	45
6.15 Backpacks & Personal Items	45
Section 7 – Activities & Athletics	47
7.1 Introduction	47
7.2 Philosophy and Purpose:	47
7.3 Philosophy of Competition	47
7.4 Eligibility	47
7.5 Academic Eligibility	48

7.5.1 Academic Evaluation & Reinstatement Process	48
7.5.2 Terminology for Grade Check Eligibility:	48
7.6 Rules & Code of Conduct Policies	48
7.6.1 Attendance at school, practice, and competitions	48
7.6.2 Conduct unbecoming of a GPA Athlete	49
7.6.3 Maintain standards of scholastic eligibility established by IHSAA & GPA	49
7.6.4 Do not use or possess Tobacco / Alcohol / Vaping / Drugs in any form	49
7.7 Athletic Misconduct	49
7.8 Athletic Uniform & Equipment Policy	51
7.9 Transportation Policy	51
7.10 Athletic Awards	51
7.11 Playing time	52
7.11.2 Middle School Teams	52
7.11.3 Factors Affecting Playing Time	52
7.11.4 Ways to Increase Playing Time	52
7.12 Commitment Policy	52
7.13 Student Athlete Responsibilities	53
7.14 Parent Responsibilities	54
7.15 Coaches Responsibilities	55
7.16 Communication & Conflict Resolution	55
7.17 Spectator & Sportsmanship Policy	57
Section 8 – Academic Life at GPA	58
8.1 Academics	58
8.2 Expected Student Outcomes	58
8.3 Homework	59
8.4 Extra-Credit Work	59
8.5 Make-Up Work for Absences	59
8.6 Parent Teacher Conferences	60
8.7 Report Cards & Progress Reports	60
8.8 Academic Recognition	60
8.9 Academic Probation	60
8.10 Standardized Testing	60
8.11 Tutoring	61
8.12 Incomplete Grades	61
8.13 FACTS SIS (Renweb)	61
8.14 Movies	61
Section 9 – Preschool	62
9.1 Genesis Prep Preschool Mission	62
9.2 Genesis Prep Preschool Program Description	62
9.3 Enrollment Eligibility / Admission Process	62
9.4 Enrollment Status / Schedule Changes	62
9.5 Withdrawal Policy	62

9.6 Absences	62
9.7 Classroom Progression	62
9.8 Staff	63
9.9 Ratios	63
9.10 Hours of Operation	63
9.11 Pick Up and Drop Off	63
9.12 School Closures	64
9.13 Parent Communication	64
9.14 Mandated Reporters	64
9.15 Confidentiality Policy	65
9.16 Custody	65
9.17 Preschool Tuition Costs	65
9.18 Tuition Assistance	65
9.19 Immunizations	65
9.20 Sick Policy	66
9.21 Administering Medication / Storage	66
9.22 Steps to Quality Process	66
9.23 Observation & Assessment	67
9.24 Preschool Curriculum	67
9.25 Preschool Media / Usage	68
9.26 Behavior Concerns / Discipline	68
9.27 Behavior Concerns / Continuity of Care	68
9.28 Potty Training	69
9.29 Meals / Special Occasions	69
9.30 Sleep Policy	69
9.31 Gross Motor Play	69
9.32 What to Bring	70
9.33 Dress Code	70
9.34 Extreme Weather Conditions	70
9.35 Weather Related Closings	70
9.36 Policy Changes	70
Section 10 – Elementary	71
10.1 Elementary General Policies & Procedures:	71
10.1.1 Arrival at School	71
10.1.2 Early Pickup	71
10.1.3 Carlane & School Dismissal Manager	71
10.1.4 Recess Extreme Weather Conditions & Winter Clothing	71
10.1.5 Lunches	72
10.1.6 Lunch Deliveries	72
10.1.7 Dress Code	72
10.1.8 Electronic Devices and Cell phones	72
10.1.9 Social Media	72

10.1.10 Backpack search & Personal items	72
10.1.11 Music & Media	72
10.1.12 Teacher Requests	72
10.1.13 Book care	72
10.1.14 Movies	72
10.2 Elementary Academic Life:	72
10.2.1 Elementary Late Assignments	72
10.2.2 Academic Grades	72
10.2.3 Promotion of Students	74
10.2.4 Grade Level Advancement Consideration:	74
10.3 Elementary Student Life:	74
10.3.1 Chapel Services	74
10.3.2 Field Trips	74
10.3.3 Social Activities	74
10.3.4 Class Parties	74
10.3.5 Individual Parties	75
10.3.6 Recess Playground Rules	75
Section 11 – Secondary	76
11.1 Secondary General Policies & Procedures	76
11.1.1 Arrival at School	76
11.1.2 Tardies (Secondary Students)	76
11.1.3 Student Vehicles	76
11.2 Secondary Student Life	76
11.2.1 Chapel	76
11.3 Middle School Academic Life	76
11.3.1 Middle School requirements & typical course offerings – Middle School	76
11.3.2 Algebra Readiness & Proficiency Requirement	77
11.3.3 Failure of a Required Course – Middle School	77
11.3.4.1 Middle School	77
11.4 High School Academic Life	78
11.4.1 High School Course Requirements	78
11.4.2 School Course Offerings – High School	78
11.4.3 Advanced Level Courses	78
11.4.3.1 Advanced-Level Courses	78
11.4.3.2 AP Courses	79
11.4.3.3 Dual Credit Courses	79
11.4.4 Failure of a Required Course	79
11.4.5 Academic Grade & Grade Point Calculation	80
11.4.6 Grade Point Average (GPA)	80
11.4.7 Requesting Transcripts	80
11.4.8 Academic Recognition	80
11.4.9 Transfer Student Policies	80

11.4.10 Academic Probation	81
11.4.11 Secondary Standardized Testing College Entrance Exams	81
11.4.12 Semester Exams	81
11.4.13 Valedictorian and Salutatorian	82
11.4.14 Co-curricular Eligibility	82
11.5 Secondary Late Assignments	82
11.6 Graduation Requirements (High School – Grades 9 – 12)	82
11.7 Lockers	84
11.8 Hall Passes	84
11.9 High School Lunch Passes	84
11.11 Lunch Deliveries	85
11.12 Music Media	85
11.13 Backpacks & Personal Items	85
11.14 Electronic Devices & Cell Phones	85
Section 12 – Involvement Opportunities	86
12.1 Volunteers – Parent Teacher Fellowship	86
12.2 Volunteer Application, Code of Conduct, and Background Check	86
12.3 Other Parent Volunteers	86
12.4 Recording Volunteer Hours – Front Office	86
12.5 Field Trip Chaperones	86
12.6 Giving Opportunities	86
12.7 Visitor Security – Sign in & Out	86
12.8 Promotion & Fundraising Guidelines	87
12.8.3 Door to Door Sales	87
12.8.5 Purchasing Guidelines	87
12.8.6 Flyers Distribution	87
Appendix A – GPA Lifestyle Statement	88
Appendix B – GPA Doctrinal Statement	89
Appendix C – GPA Application for Volunteer Service	94
Appendix D – GPA Volunteer Code of Conduct	97
Appendix D – GPA Athletics and Activities Code of Conduct	98

Section 1 - Introduction

Dear Genesis Prep Academy Family:

On behalf of the Board, administration, faculty, and staff, I want to welcome you to GPA for this school year. We look forward to working together with you to provide your child a quality Christian education. A cooperative effort between home and school provides the best way to properly educate children with the values and beliefs found in God's Word. It is in this spirit of partnership with you that we present you with the latest edition of the Parent/Student handbook.

The policies in this handbook have the purpose of providing a safe, orderly, and Christian learning environment where students can learn and teachers can teach. We have tried to be as comprehensive as possible, without overwhelming, with the information provided. As you may understand, it is impossible to address every conceivable circumstance and activity in handbook format.

Our silence on a particular item does not mean it is permissible. It may mean that well-known biblical principles and common sense determine how it will be handled. Therefore, the administration reserves the right to make judgments based on the information available and the specific situation in question. The judgments will be based on biblical principles and on the professional judgment of the GPA administration. Sometimes, it can appear to an outside observer that similar situations were handled in different ways. However, no two situations are exactly alike. Each may have varying or extenuating circumstances that are not apparent to everyone, yet require judgment calls on the part of the administration. To the best of our ability, we will try to be equitable to all parties at all times. We appreciate your prayers for God's wisdom in these circumstances (James 3:17).

Thank you for your commitment to Christian education. I understand the dedication that it takes and the investment families make to ensure their children have the opportunity to benefit from a Christian education. We will honor your commitment with our own commitment to always strive to honor the Lord Jesus Christ by emphasizing biblical values and providing the highest level of education possible for your children here at Genesis Prep Academy.

May God bless your family this year,

Pr. Paul C. Schroeder, Principal
Genesis Prep Academy

Section 2 – Identity of Genesis Prep Academy

2.1 Mission Statement

GPA strives to provide a *God-centered, discipleship driven, creative education that prepares students for life.*

2.2 Vision Statement

GPA exists to partner with parents and the local church in the educating, disciple making and faith raising of the students entrusted to our care.

2.3 Principles of a Christian Education

A Christian school's principles, philosophy and approach to education is from a biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief are a number of truths affirmed by the school:

- God is transcendent, is spirit, and always acts in accordance with His loving and just nature. Additionally, in His Word God places an eternal emphasis upon life. (Romans 11:36, II Corinthians 4:18, I John 2:15-17)
- All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred, but not ruined, God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalm 8:26, II Timothy 3:6)
- The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.
- Although man may not perceive truth in particular circumstances, or while the application of truth may be different for particular circumstances, truth itself is unchangeable and not relativistic.
- Biblical education focuses on what a person becomes, not just on what a person knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status but rather to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
- Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

2.4 GPA Doctrinal Statement

Preamble:

Jesus said that the world would know that we are His because we love one another and because we are one (*John 13:35; John 17:21-22*). Genesis Prep Academy is a non-denominational Christian school serving people with many different church backgrounds, but we are a family. Founded on a Biblical worldview, GPA strives to be unified on those facets of doctrine deemed to be essentials for salvation. Additionally, while permitting differing stances on doctrine that are deemed not essential for salvation, for the sake of unity, GPA's stance on these doctrines are included as well.

We believe these statements of faith to be an accurate summary of what Scripture teaches. All members shall refrain from advocating doctrines not included in the statement of faith, in such a way as to cause dissension and/or division.

Therefore, we believe the following doctrines are essential for salvation:

GPA Doctrinal Statement: GOD

We believe God is self-existent, and by nature He is eternal, all-knowing, all-powerful, and everywhere. God exists in three persons: the Father, the Son, and Holy Spirit. The Godhead is in agreement with the role of each; Creator, Redeemer and Sanctifier. We believe these three are co-equal and are one God.

Supportive Scripture: Genesis 1:1, 26-27; 3:22; Deuteronomy 6:4; Job 38, 39, & 40; Psalm 90:2, 139:1-4, 7-10; Isaiah 40:13-17, 45:18; Matthew 19:26, 28:19; 2 Corinthians 13:14; 1 Peter 1:2.

GPA Doctrinal Statement: FATHER

We believe that God the Father is God and holds all the attributes of God while exercising a unique role in the Godhead. He is the father of Jesus Christ, by the power of the Holy Spirit, and yet still one with both as God. God adopts believers in Jesus Christ into a relationship with Him as their Father. As Father, God actively prunes and disciplines believers so they may grow in character, wisdom, and knowledge of Him and bear the fruit of Christlikeness.

Supportive Scripture: John 15:1-4; Deuteronomy 32:6; Isaiah 9:6, 63:16; John 20:17; Romans 8:14-17; Galatians 4:6.

GPA Doctrinal Statement: JESUS

We believe Jesus Christ is God. He is coequal with the Father and Holy Spirit. Jesus participated in the creation of all things and became man, born of a virgin by the power of the Holy Spirit. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He was raised from the dead, after three days, victorious over the power of sin and death. He ascended to heaven and is seated at the right hand of the Father. He will return with his church, to judge the living and the dead and to make all things new.

Supportive Scripture: Isaiah 9:6; Matthew 1:22-23; John 1:1-5; 8:58; 14:10-30; Acts 1:9-11; Romans 1:3-4; 1 Corinthians 15:3-4; Colossians 1:15-23; 1 Timothy 6:14-15; Titus 2:13; Hebrews 4:14-15; Revelation 1:8.

GPA Doctrinal Statement: HOLY SPIRIT

We believe the Holy Spirit is God and is coequal with the Father and the Son as God. He is present in the world to make all people aware of their sin and their need for Jesus Christ. He dwells in every Christian from the moment of salvation. He gives gifts to believers providing them with power to grow in Christlikeness, to understand spiritual truth, and to serve the mission of the church.

Supportive Scripture: Genesis 1:1-2; Psalm 51:10-12; John 14:16-17, 16:7-13, 17; Acts 1:8; Romans 5:5; 1 Corinthians 2:12; 3:16; 2 Corinthians 3:17; Galatians 5:25; Ephesians 1:13, 5:18; 2 Peter 1:19-21.

GPA Doctrinal Statement: SALVATION

We believe that all have sinned. We believe that the wages of sin is death and eternal separation from God. Salvation is a free gift of God. Jesus Christ's death and his resurrection is the only sufficient payment for our sins. It's only by grace through faith that one can receive this free gift.

Eternal life begins the moment one receives Jesus Christ as Lord of their life. This is evidenced by repentance, confession and a life submitted to Christ.

Supportive Scripture: John 1:12, 14:6; Romans 5:1, 6:23; Galatians 3:26; Ephesians 2:8-9; Titus 3:5, Romans 10:9-13.

We believe the following doctrines are essential for unity:

GPA Doctrinal Statement: BIBLE

We believe the Bible is God’s Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. Because it is inspired by God, the Bible is infallible, inerrant, and absolute truth. It is the supreme source of truth for Christian beliefs and living.

Supportive Scripture: Psalms 12:6, 119:105, 160; Proverbs 30:5; 2 Timothy 1:13, 3:16; 2 Peter 1:20-21.

GPA Doctrinal Statement: MANKIND

We believe people are made in the image of God, *‘male and female he created them,’* to be in relationship with Him, to become like Him in character and to bring him glory. Yet, *‘all have sinned and fall short of the glory of God’*. Sin separates people from God, affecting all areas of life, resulting in suffering and hopelessness apart from Jesus Christ.

Supportive Scripture: Genesis 1:27; Genesis 3; Psalms 8:3-6; Isaiah 53:6; Isaiah 59:1-2; Romans 3:23.

GPA Doctrinal Statement: ETERNITY

We believe people were created to live forever. People will either exist eternally separated from God by sin, or exist eternally with God through forgiveness and salvation. To be eternally separated from God is eternal death in Hell. To be eternally in union with Him is eternal life in Heaven. We believe that Heaven and Hell are real places of eternal existence.

Supportive Scripture: John 3:16, 14:17; Romans 6:23; Romans 6:23, 8:17-18; 1 Corinthians 2:7-9; Revelation 20:15.

GPA Doctrinal Statement: THE CHURCH

We believe the church is the body and bride of Christ and also serves as the household of faith. It is a living temple where God dwells in each of His people. We believe that everyone that has been saved by Christ is a member of His church. We believe that His church exists throughout the world, and is witnessed and experienced in local autonomous gatherings of believers. *We believe that every believer is to be an active part of a local congregation of believers.*

Supportive Scripture: Ephesians. 4:16; Romans 12:4-5; Ephesians 5:24-32; Galatians. 6:10; 1 Peter 2:4-5; 1 Corinthians 3:16; Acts 14:23; Matthew 16:16-18; Acts 2:42-47; Romans 12:5; 1 Corinthians 12:12-27; Ephesians 1:20-23; 4:3-10; Colossians 3:14-15.

GPA Doctrinal Statement: MARRIAGE, GENDER & SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25, Matthew 19:4-6). We

believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no sexual activity, of any kind, be engaged in outside of marriage.

We believe that neither the federal government, the state, nor the church, nor any other individual possess the authority or jurisdiction to set or alter Scripture's definition of marriage. Therefore, unions or partnerships that do not conform to the Biblical definition of marriage are not acknowledged by GPA as marriage.

We acknowledge that there are some individuals that do not have a physical attraction towards the opposite sex, or who do not wish to marry. We believe these brothers and sisters are wholeheartedly supported and encouraged to remain voluntarily celibate as delineated in Scripture. (Matthew 19:10-12, 1 Corinthians 7:1-8, 32-38, Isaiah 56:3-5)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10). Therefore, known or suspected habitual and unrepentant practice of these sexual sins will be reason for denial of membership and/or a revocation of membership and/or employment at GPA, together with the benefits that accrue therefrom.

We believe that in order to preserve the function and integrity of GPA as non-denominational Christian school, and to provide a Biblical role model to GPA members, staff, students/families and the community, it is imperative that all persons employed by GPA in any capacity, or who serve as volunteers, agree to and abide by GPA's Doctrinal Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of GPA.

Supportive Scripture: Genesis 1:26-27; Genesis 2:18-25; 1 Corinthians 6:18, 7:2-5; Hebrews 13:4; Matthew 15:18-20, 1 Corinthians 6:9-10; Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22; Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11; Mark 12:28-31; Luke 6:31.

GPA Doctrinal Statement: SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God, in His image. We believe human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Therefore, we believe that we are called to defend, protect, and value all human life.

Supportive Scripture: Genesis 1:26-28; Psalm 139.

The Statement of Faith (Doctrinal Statement) above does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. For purposes of GPA's doctrines, practices, policies and discipline our Board of Directors is the final interpretive authority on the Bible's meaning and application.

2.5 Lifestyle Statement

GPA (“G.P.A.”) is a religious, non-profit organization representing Jesus Christ throughout the local community. Genesis Prep requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The GPA Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). Genesis Prep believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Genesis Prep employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of G.P.A. that each employee will have a lifestyle where “...He (Jesus) might have the preeminence.” Col. 1:18.

Declaration of Moral Integrity:

I understand that our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee at this school, I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I will not engage in inappropriate sexual conduct. Such conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, and extramarital sex), homosexual sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

2.6 Gender Identity/ Sexual orientation / Transgender protocols

Gender identity, sexual orientation, transgenderism discussions are nested under the mission and vision of our school. While we recognize that we will have students who are in the throes of navigating issues of identity, orientation and the like, we must remain committed to speaking the truth in love - balancing grace and truth - while working in partnership with parents, etc.

As a school that does not require its students to (or families) to be professing Christians, we also need to be sensitive to how we represent Christ and the Church as we set boundaries and dialogue with students about issues such as these. As individuals created in the image of God, all our students should be made to feel welcomed, loved and valued. At the same time, we cannot

affirm their belief that they were created / are the opposite gender. The following are some general guidelines:

- GPA represents a Biblical worldview the God created two genders; “male and female He created them,” that are identified as such at birth and are designed for holy sexuality; fidelity in heterosexual marriage or celibacy in singleness.
- Class time is not the appropriate time to discuss or dive into gender topics, but that they can be talked about with a teacher or administration 1:1 at a mutually agreed upon time.
- Pronouns: we choose not to call students by a pronoun that does not align with their biological gender. This is because it could look like to them, or other students, that we are condoning their actions.
- Gender divided activities, teams or small groups: students participate with their biological gender.
- Restrooms: students use the restroom of their biological gender or a single use/family restroom if available.
- Dress Code: student’s dress code must match their biological gender. Additionally, we do not allow any type of publicly visible clothing, apparel or flag that represents the LGBT movement or any movement that runs contrary to our doctrinal stance on Marriage, Gender, and Sexuality.
- Nicknames/Changing names: in the past, students have been called by their preferred nickname, but in alignment with all of the above, we will not refer to a male student by a female name or a female student by a male name.

2.7 School History, Purpose and Organization

GPA was founded in 2005 and organized under the laws of Idaho for the purpose of providing Christian education in standard K-12 disciplines and biblical studies, of promoting the traditional Christian faith and worldview, and developing Christ-like character in the students of the school.

GPA teachers are selected based on experience, abilities, spiritual and academic qualifications. Each teacher is degreed, credentialed/certified, and a follower of Jesus Christ that is dedicated to teaching and the development of students.

GPA operates on the income from tuition, fees, and gifts from our families, friends, and supporters of the school.

GPA is governed by a Board of Directors. The Board of Directors appoints the Principal to manage the day to day affairs and provide the operational leadership for the school.

2.8 School Affiliations

GPA is accredited by the Association of Christian Schools International, Cognia (AdvancEd), IHSAA, and offers NCAA approved courses.

2.9 Change to Policies and Procedures

At the discretion of the administration, GPA reserves the right to change policies and procedures at any time to best achieve the school’s mission.

Section 3 - General Policies and Procedures

3.1 Communication

Genesis Prep Website – Receive the latest news, updates, alerts and information by visiting our district website at: www.genesisprep.org.

Genesis Prep App – Download our Genesis Prep app! The direct link to FACTS SIS student grades and ordering lunches is available on smartphones and mobile devices with the mobile app. Available free from iTunes and Google Play app stores.

The Beginnings Weekly E-Newsletter will be emailed to all school parents each Sunday regarding campus wide communication.

Email – Email communication will be used for any office updates, specific department updates, financial updates, or all school communication. In addition, weekly progress reports are sent to the parents of 4th-12th grade students on Sundays.

Bloomz – Bloomz is the primary communication tool for PK-6th grade. It is an app based tool that teachers are able to share pictures, weekly plans, and direct communication with parents. At the beginning of the year, your child's teacher will give you the class code. Just add it to your Bloomz app and begin receiving classroom information for your PK-elementary student as well as Parent Teacher Fellowship.

Google Classroom – Google classroom is the primary means of communication between MS / HS students and teachers.

Text Messages – Parent Alert is a group text that comes from FACTS SIS, our student information program. Our families are urged to keep their information up-to-date, so we can quickly and easily alert you in the event of an emergency. A text message will be sent to you in emergency situations to provide the most important information. Please see the front office if you need assistance updating your information.

Social Media: In these forums, we share daily stories and upcoming events that are happening at Genesis Prep.

- Instagram (@genesisprepjags)
- Facebook (@genesisprepjags)

School Dismissal Manager – School Dismissal Manager is the app used for attendance and dismissal for K-6th grade.

3.2 Safety

3.2.1 Safety Drills

Evacuation drills will be held on a regular basis throughout the school year. In the event of an alarm, students will wait until administration signals students to exit in case there is a threat staged outside of the classroom or building. Once the environment has been determined to be safe, students will exit the building immediately to a designated area.

Each teacher will remain with the class and account for all students. Classes will wait for a signal to re-enter the building.

3.2.2 Alice Training

GPA staff & students are trained in ALICE training for emergency response protocol. Please see www.alicetraining.com for additional information.

3.2.3 Weather Related Closures

GPA typically follows the Post Falls School District in matters regarding school closure due to inclement weather. Decisions regarding closure are made daily by 6 a.m. You may access-up-to-the-minute information through our website. As a general rule, if the Post Falls School District is closed due to inclement weather, then Genesis Prep is closed.

3.2.4 Emergency Closing

School administration will communicate closings via Parent Alert and other appropriate media communications. It is suggested that you also check the school website for information.

3.3 Admissions Policies

3.3.1 Enrollment process for new students

1. Contact Genesis Prep to be placed on the contact list by the first Wednesday in January returning from Christmas break.
2. Random selection lottery will take place on the first Thursday in January.
3. Parents will receive communication *from* the school regarding placement on the lottery list.
4. Parents will be contacted for a tour, depending upon availability in the class and placement on the lottery list.
5. If it is determined, from both the parents and the school standpoint, that Genesis Prep is a best fit for the student, parents will be notified and directed to fill out an online application starting the first week of March. A \$40 fee will apply at time of application completion.
6. A screening will be scheduled for all incoming Preschool, Kindergarten and 1st grade students. Screenings for grades 2nd-12th may also be administered.
7. Parents will be notified of acceptance into Genesis Prep via email from the Director of Admissions with next steps regarding registration and tuition payments.

No response by the specified deadlines is considered to be a declined seat. All declined seats will be offered to those applicants that were placed on the waiting list, in the order determined by the Lottery.

3.4 Teacher requests

GPA's staff considers the annual classroom student placement for the upcoming school year to be an important process. Classroom grouping is not an indiscriminate dividing and sorting process. Instead our team considers such factors as academic strengths and needs, behavioral tendencies, boy/girl ratios, compatible personalities and comparable class sizes.

3.5 Situations Requiring Testing/Educational Evaluation

If an applicant or current GPA student fails to meet the current admission standards required for new students (i.e. grades, standardized test results, behavior record, etc.), the school

administration may require specific testing or an educational evaluation as a condition of enrollment, continuing attendance at the school, or for re-enrollment.

In such a case, the following actions may be required:

- Parents having their student complete the recommended diagnostic evaluation and/or other testing.
- The parents provide the school all pertinent results and recommendations from the diagnostician/consultant/therapist.
- The Principal and other school personnel (i.e. Director of Student Services) developing a plan of action to provide professional assistance for the student.
- The action plan being placed in part of the student's permanent file.
- The Administration provides parents an opportunity to discuss and suggest amendments to the action plan with the school.
- The Administration includes other professionals in the discussion and implementation of the action plan depending on the needs of the student.
- Parents and students are required to sign the action plan as a condition of continuing attendance, enrollment, or re-enrollment.
- Appropriate evaluations of the situation by the school being used to determine the success of the action plan.
- The action plan is being updated through the review process.
- If a student/family fails to exhibit good faith in the implementation of an action plan, the student may be dismissed from enrollment, or be denied the privilege of re-enrollment.

3.5.1 General Admission Lottery Information

3.5.1.1 Eligibility

To be placed on the contact list and considered for the lottery, student contact information must be received by 3:00pm the first Wednesday of January to be included in our lottery on the first Thursday of January.

3.5.1.2 Lottery Procedure

Using a computerized random number generating system, each student is assigned a placement number. This placement number determines the order of potential admittance into GPA for the following school year.

Positions are assigned on the basis of availability. Should a position become available, there is a 48 hour response window once a student has been notified a seat is available.

Families with multiple children: if one sibling is enrolled, priority enrollment is given to other siblings.

3.5.1.3 Student Information Received after the Lottery:

Student information received after the lottery deadline will be placed at the bottom of the respective grade level waiting lists.

Any unfilled positions that open up between the completion of the lottery process and September of the next school year will be filled following our priority order.

3.5.1.4 Sibling Definition

Siblings living in separate homes are not eligible under the sibling priority for enrollment. Siblings must reside in the same household at least 50% of the time. In order to be eligible for sibling preference, a sibling must be considered a legal sibling on or before the day of the lottery.

3.5.2 Current Student Re-enrollment Review

The school reviews the records to ensure the following:

- Students achieved sufficient academic progress to qualify for advancement to the next grade level. Any student making less than expected progress will require a meeting between the administrator and/or Principal, and classroom teacher, as a support system to bring the student to a greater level of success.
- Student behavior, student grades, and overall progress is appropriate to continue enrollment at Genesis Prep.
- There are no delinquent accounts. No student will be allowed to apply for re-enrollment or be re-enrolled with a delinquent account.
- Re-enrollment of the student is finalized upon notification of acceptance of the re-enrollment application by the Admissions Office.

3.5.3 New Student Conditional Status

Students new to GPA will be on New Student Conditional status for one semester. A new student must pass all classes, have acceptable conduct, and a cooperative attitude to continue at GPA.

3.6 Financial Policies

Each school year the tuition rates and registration fees are provided in a supplemental handout. In addition to the tuition amount, an annual non-refundable registration fee (per student) will be collected at the completion of the admission procedure or, at the point of enrollment. Please check the supplemental handout for current tuition reduction options.

3.6.1 Delinquent Payment Policies

GPA reserves the right to withhold progress reports, report cards, achievement test results, transcripts and parent or student access to FACTS SIS, and/or to withhold the right to attend classes from any student for whom tuition or other school charges are past due. If an account remains delinquent for over sixty (60) days, the student(s) may be dis-enrolled and/or be refused re-enrollment. Report cards, transcripts and diplomas will be withheld for any graduated or withdrawn student(s) for whom tuition and/or other school charges are due until such charges are paid in full. If you have a financial emergency and are temporarily unable to pay, please call the Student Account Coordinator before you withdraw your student or allow your account to fall behind.

3.6.2 Returned Payments

- A \$30 fee will be assessed by FACTS on all returned checks or rejected payments.

3.6.3 Refunds

- Each family is responsible for tuition and fees *for the entire semester should they choose to withdraw* (regardless of their withdrawal date). In cases of expulsion that occurs before the conclusion of a semester, the GPA Board of Directors will make a determination.
- Athletic Fees are not refundable for any student who has attended one week of practice after the roster is set.
- Field trip fees are not refundable, unless the parent notifies the teacher upon receiving the field trip notice that their student will not attend.
- Fees for After School Clubs, Athletic Camps, Academic Camps, etc. will be refundable only in accordance with posted policy for each such club/camp.

3.6.4 FACTS Tuition Management

Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. Payments can be made with a bank account number, debit or credit card (with a fee). All tuition is paid through FACTS at www.factsmgt.com. Please see the Student Accounts Coordinator with any additional questions you may have.

Please notify us immediately if any difficulty should arise, so we may work with you on an appropriate arrangement. Students with delinquent accounts at the end of the year may not register for the following year. Grades/transcripts may be withheld until the balance is paid in full. Graduating seniors will only receive a diploma and final transcript if all fees and tuition are current.

3.6.5 Tuition Discounts

3.6.5.1 Grant & Aid

Preschool Students

Preschool Grant & Aid is handled through the state of Idaho. Please contact the Preschool Director for further information.

K-12 Students

GPA seeks to develop a tradition of helping all local families who desire a distinctively Christian education for their children. GPA seeks to provide a God-centered, discipleship driven, creative education that prepares students for life. Families who send their children to Genesis Prep understand that they are committing to a philosophy and a financial commitment which is often sacrificial in nature. All families are asked to participate through prayerful reflection, payment of tuition based on ability to pay, and freely giving of their time and talents in volunteer support work throughout the year.

FACTS Grant & Aid Assessment conducts the financial need analysis for GPA. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment. There is a \$40 application fee to process the Grant & Aid Assessment.

- Each year requires a new application to be submitted (no automatic renewals) for K-12 students
- Criteria for assistance: "Total tuition exceeds 10% of total income from all sources." For instance, a family with 1 elementary student at \$5695 would need to have a total income of less than \$56,950 in order to be considered.
- Grant & Aid is awarded based on need and availability at the discretion of the Grant & Aid Committee.
- There is a limited amount of Grant & Aid available.
- All families awarded Grant & Aid are asked to complete 40 volunteer hours during the school year.
- Grant & Aid applications and awards are confidential. Failure to maintain confidentiality on the part of a family is grounds for nullification of the award.

3.6.5.2 Full Time Church Staff Discount

Church staff discounts are awarded when the primary income earner of the family is employed full time by a Bible following Christian church.

Preschool students	10% off tuition
K-12 students	50% off tuition

These families are not available for further assistance, including but not limited to multiple child discounts and Grant & Aid.

3.6.5.3 Multiple Child Discount

Multiple child discounts are applied automatically to your account.

2 Children	5% off total tuition
3 Children	15% off total tuition
4+ Children	30% off total tuition

3.6.5.4 Early Payment Discount

Tuition may be paid in full at any time, but to receive the additional 3% discount for doing so, full tuition payment must be received by August 1st. Arrangements must be made with the Student Accounts Coordinator. *Discount does not apply to registration fees.*

3.6.5.5 Volunteer Credit

Genesis Prep would like to thank our family volunteers with a \$200 tuition credit for the applicable service. Parents and grandparents who collectively volunteer pre-approved 20 hours or more during the school year will be awarded a one time \$200 credit towards tuition or early registration.

- Families on Grant & Aid are not eligible for the \$200 volunteer credit.
- Families receiving 50% or greater reduction in tuition are not eligible for a tuition credit.
- Volunteer credits have no cash value.
- Credits will be applied to tuition accounts after written verification is received in the Student Accounts Office that the hours have been completed.

3.6.6 Additional School Fees

Additional fees may be required for sports, special elective courses, yearbooks, field trips and miscellaneous events. The school office or teacher will provide detailed instructions regarding payment due dates and procedures.

3.6.7 Withdraw Policy

Withdrawal of a student during the school year should be given careful consideration. Because the school has ordered textbooks, planned schedules, and hired teachers based on the number of students enrolled, the following policy will be enforced:

- Notification of withdrawal must be in written form and submitted to the Director of Admissions.
- Each family is responsible for tuition and fees *for the entire semester* should they choose to withdraw (regardless of their withdrawal date). In cases of expulsion that occurs before the conclusion of a semester, the GPA Board of Directors will make a determination.

- Grades/transcripts will not be released until full payment and other obligations have been met including all tuition, fees and fines. Sports uniforms and all textbooks must also be returned.

3.6.8 Records and Transcripts

Current and former students desiring formal and informal transcripts to be sent to other academic institutions (e.g. colleges, other schools, scholarship agencies, etc...) are to submit a "Request For Transcript". This form can be found on our website. While such requests are often made on a "rush" basis, the school will do its best to reply in a timely manner. However, our office staff cannot guarantee how quickly such requests are filled. Please note that during the summer months the response time may be slower than normal due to reduced office hours.

3.7 Attendance

3.7.1 School Hours

GPA's hours are:

GRADE	DAYS	ARRIVAL TIME	START TIME	DISMISSAL TIME
K-6th	Monday - Thursday	7:30 am - 7:55 am	8:00 am	2:45 pm
7th - 12th	Monday - Thursday	7:30 am - 7:40 am	7:45 am	3:15 pm

Children are not to be dropped off at the school prior to 7:30 a.m., nor be left for pick up after 3:30 p.m., unless they are attending a school program that is operated outside of regular school business hours.

3.7.2 School Days not in session

School is not in session the following days:

- Labor Day
- M-W before Thanksgiving
- Thanksgiving Day
- Christmas Break (follow Post Falls School District)
- Spring Break (follow Post Falls School District)
- Memorial Day

3.7.3 Attendance Policy

Regular attendance is essential for student achievement; therefore, students may not miss more than 10 days in a semester. All non-school-related absences count against the 10 days in a semester attendance requirement. Students who exceed the policy may appeal to the administration.

3.7.3.1 Elementary

- Elementary students must be present at least five (5) hours of the school day in order to be counted present for that day.
- Elementary students with an excused absence will be allowed a reasonable amount of time to complete missed assignments and tests.

3.7.3.2 Secondary

Attendance is taken in each class. Any class missed, unless for a school activity,

counts as an absence. Secondary students will be considered absent from any class to which they miss more than 15 minutes of the class period.

- In MS and HS, four unexcused tardies to a class equal one absence due to tardy (AT) and will be counted against the ten-day absence limit.
- Absences are cumulative to each semester. If a student misses a class, except for school approved activities, it is counted as an absence. Therefore the school will not distinguish between “excused” or “unexcused” absences for attendance policy purposes.
- A student who has accumulated more than ten (10) absences per semester due to prolonged or chronic illness, or other similar long-term reason, may appeal to the administration in writing for a variance to the Absence Policy for that semester. However, re-enrollment for the following semester will be suspended until determination can be made as to the student’s ability to fulfill the attendance requirements of GPA academic programs.
- Middle School | High School late assignment policy applies for seventh-twelfth grade students.

3.7.4 Attendance Communication

In order for us to partner with students and families, we ask that you still notify the school office via phone or e-mail by 8:30 a.m. on the day of the absence (unless absence was previously arranged). Parents are encouraged to submit medical verification of absences.

Before an absence, the front office must receive a note or a phone call from the parent/guardian indicating the reason for the absence. A doctor’s note should be included if the student’s participation in school activities is restricted.

3.7.5 Excused Absence vs. Unexcused Absence

Genesis Prep understands that students get sick and need to be gone from school, there is no distinction between an excused absence and an unexcused absence.

3.7.6 Tardiness

3.7.6.1 Elementary

Prompt arrival is critical to creating an effective learning environment. Elementary school students are considered tardy if they are not in class by 8 a.m. After eight tardies in one semester, parents may receive an email from the school to alert the parent to the accumulated number of tardies. After twelve tardies the parent may receive an automatically generated email from the school alerting the parent of the accumulated tardies, and a meeting may be requested to meet with the family in person to discuss the reason for the tardiness and to explore options for correcting the issue.

3.7.6.2 Secondary

Secondary school students with excessive tardies will be subject to disciplinary action. Four unexcused tardies equal one absence. Students who arrive fifteen (15) minutes or more after the start of class will be considered absent, not tardy.

3.7.6.3 Special Circumstances

The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (such as a wreck or

weather related reasons). The front office will use his/her discretion in such cases to excuse these tardies so they will not be counted against the student record. After 8 a.m. all students must check in at the front office before going to class.

3.7.7 Sign-in | Sign-out Procedures

3.7.7.1 Elementary

- Before leaving school during the school day, a student's parent must sign the student out at the office. Upon returning to school during the school day, the parent must also sign the student in at the school office.

3.7.7.2 Secondary

- A student leaving school during the course of the school day must be signed out at the office with prior parent approval via email, phone call, or note and should be sent with as much advance notice as possible. A student arriving late to school or returning from an appointment must sign in at the office and may receive an excused tardy pass if needed.
- Students who arrive late or leave campus during the school day must check in or out at the front office and leave with parent permission.
- For the protection of students, GPA policy is to release students only to their parents, guardians, or previously designated individuals. Any deviation from this policy will be made only by phone call or written notification..

3.7.8 Attendance Requirements for Secondary Students in Co-Curricular Activities

Secondary students must be in school and remain for the entire day to participate in any co-curricular competitions, practices and performances scheduled for that day. Students must be in school and remain for the entire day on Thursday to participate in any co-curricular competitions, practices and performances over the weekend. Exceptions can be made for medical & dental circumstances or pre approved absences and must be approved by the Athletic Director.

3.7.9 School-Approved Activities

College Visits

As high school students begin to make decisions about their future, they will be afforded the opportunity to explore which university they may wish to attend. Seniors and juniors will be allowed four days per school year for college visits. Sophomores will be allowed two days per school year for college visits. These absences will not count against a student's total for the school year, and students will be allowed to make up any missed work, quizzes, or tests per policy 4.11.

- Parents must contact high school administration one week prior to the absence to arrange for approval.
- All trips made by seniors should be completed by April 1.
- All trips made by juniors should be completed by May 1.
- Any exceptions to these policies may be submitted to high school administration for approval.

Other Activities

Students who miss school for a school-approved activity, such as athletic or fine art events, should use the following plan for make-up work:

- Any work due the day of the event should be turned in prior to leaving for the

- event.
- All students should ask the teacher about any work that will be missed while they participate in the school approved activity. The student and teacher will agree on a day the assignment will be due as based on the make up assignment policy.

3.8 Facilities Use Policy

Use of GPA facilities is limited to GPA academic and athletic purposes. Any exceptions for use/rental by outside entities must be approved by the administration.

3.9 Network/Internet Acceptable Use Policy

Technology resources (hardware and software) are the property of GPA and are to be used for educational purposes. Misuse of technology resources will lead to disciplinary action. Any moral code or misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school may also be subject to disciplinary action.

3.10 Delivery of Messages or Other Student Items

Students will not be called out of class or have class interrupted for normal phone calls or messages. Any items that must be delivered to a student during the school day should be brought to the office where students can pick up messages or items during the day.

3.11 Lunch Deliveries

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.

3.12 RLM Cafe Use Policy (includes the Coke Machine in RLM1)

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 Administration, parents notified, and loses use of the Cafe (even if properly supervised) for 2 weeks.
- **2nd Offense:** Student meets with Administration, parents notified, and loses use of the Cafe (even if properly supervised) for 4 weeks.
- **3rd Offense:** Student meets with Administration, parents notified, and student is assigned Friday school.
- **4th Offense:** Student meets with Administration, parents notified, and Administration will determine an appropriate consequence.

3.13 Campus Visitation | Security Guidelines

All visitors, including parents, must check in and out at the front office, and obtain a visitor's badge before proceeding to their destination. This tag must be worn the entire time they are on campus. A visitor is defined as anyone who is not a student or employee.

- College recruitment visits may be arranged by the school administration.
- Any other visitations to campus must receive advanced approval by administration.
- All employees, substitutes, visitors and volunteers must wear name tags while on campus.

3.14 Volunteers

The school welcomes and values the contributions of our parents, behavior aides, and family members in various volunteer roles throughout the school year. Parents who work directly with students must have a background check per government and school rules prior to volunteering. Track your volunteer hours through the Front Office. Please see the front office for details.

3.15 Book Care

Students should handle their textbooks, including consumable books, with care. There should be no unnecessary marks, writing or wear on any textbook. Non-consumable textbooks should be covered at all times. Please do not use adhesive book covers. Damaged books will be replaced, and the family account will be billed a fee. A textbook or workbook that is not found after two weeks will be considered lost and will be replaced at the student's expense.

- Small Workbook - \$20
- Large Workbook - \$40
- Small Textbook - \$50
- Large Textbook - \$100

NOTE: Final report card will not be issued until textbook records are clear.

3.16 Grievance Procedure

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she shall follow the principles given in Scripture as outlined below.

The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in the 18th chapter of the Gospel of Matthew.

1. **First**, bring the concern, question, or grievance directly to the person involved, and in good faith, try to resolve the matter.
2. **Second**, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority and management.
3. **Third**, some cases may need to be reviewed by the Administration's office if resolution cannot be found at lower levels of review.
4. **Fourth**, if the matter still cannot be resolved, the matter may be brought to the Administration's office for review. A summary of the matter, and the attempts already made to resolve the matter must be tendered in writing prior to the matter being reviewed.

The Administration may review and conduct a hearing on the matter personally, or he/ she may

refer the matter for review by a grievance committee appointed by the Principal, in order to come to a final decision on the matter.

5. **Fifth**, if the aggrieved party is not satisfied with the decision rendered by the Office of the Principal, they may appeal the final decision to the Board of Directors. Such a request must be in writing and explain the reasons why the party believes the decision should be reviewed or changed. If the Board of Directors declines to review the matter, any decisions rendered by the Principal will be considered final. If the Board of Directors decides to review the matter, any decision rendered by the Board of Directors will be considered final.

GRIEVANCE PROCEDURE STEPS TO FOLLOW
(ALL STEPS ARE TO BE FOLLOWED IN SEQUENCE)

1. Resolve with the Individual. If satisfaction is not reached, then:
2. Resolve with Superior. If satisfaction is not reached, then:
3. Resolve with the Assistant Principal If satisfaction is not reached, then:
4. Resolve with the Principal. If satisfaction is not reached, then:
5. Request review by the Board of Directors: The Board of Directors may or may not choose to review this matter.
 - If Board of Directors chooses not to review, the Principal's decision is final.
 - If Board of Directors chooses to review, Board of Directors decision is final

3.17 Lunch Program

Students at GPA may bring lunches from home or purchase a lunch at school when available. Lunch menus and ordering are available through your FACTS SIS family portal. Microwaves and refrigerators are not available for student lunches.

3.18 Lost & Found

The school maintains a temporary "Lost and Found." Items considered valuable will be kept secure. Items not claimed by the end of each month may be disposed of or donated to charity. The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

3.19 Student Property

If students bring personal property to school (cell phones, electronic devices, money), such items are best secured in the student's locked lockers. Students should not share locker combinations with other students and should keep lockers locked at all times. While GPA maintains a safe and orderly campus, GPA will not be responsible for lost or stolen items, and students should avoid bringing unnecessary items to school.

3.20 Request for Transcripts

Current and former students desiring formal and informal transcripts to be sent to other academic institutions (e.g. colleges, other schools, scholarship agencies, etc.) are to submit a "Request for Transcript" from the Genesis Prep website. While requests are often made on a "rush" basis, the school will do its best to reply in a timely manner. Please note that during the summer months, the response time may be slower than normal due to the lack of office staff.

Section 4 – Medical Policies and Information

4.1 Health Services

The Genesis Prep staff is only responsible for the emergency care of injuries and sudden illnesses that occur while the student is at school. This includes comfort measures like ice or warm packs, lotions or Vaseline for dry skin or lips, or Band-Aids for minor cuts and scrapes. The staff is not available to diagnose or treat students who come to school with prior injuries or illnesses, except in special cases when a child is under supervised medical care and with a physician's written order and the school also agrees to provide additional services.

If your child has any serious allergies (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student's emergency form and alert the teacher and the office staff. Epipens may only be retained on campus with a current allergy action plan. The plan will be kept on file at the front office.

All school medical records are maintained by the front office staff. Be sure the school always has current phone numbers where you or your emergency contact can be contacted during the school day.

4.2 When to Stay Home

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is intended to help with this decision:

- If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without relying on medication.
- If a student has vomited and/or has had diarrhea, the student should stay home for 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
- If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye.

If your student is ill at home, please call or email the front office receptionist to report the reason for the absence. It is helpful if specific symptoms and/or diagnosis are reported. Teachers can then be alerted to refer to early, similar symptoms in other students.

4.3 Emergencies and/or illness

- If your child becomes ill or injured at school, you will be notified and a first aid procedure will be provided. The office staff will call the parents/guardian whenever the student has a fever over 100.0, is vomiting, has significant pain, repeatedly complains about a health issue, or exhibits anything else that is out of the ordinary.
- If the situation does not warrant a phone call but is something that should be brought to the parent's/guardian's attention, a note or email will be sent home describing any concerns. If the office staff is unable to reach the parent/guardian and it is an emergency situation, the front office will contact the next person on the emergency contact list.

4.4 Medication Policy

4.4.1 Medical Authorization

In the event that a student requires medication at school, the administration of such medication shall, whenever possible, be under the supervision of the GPA front office or

designated staff. According to Section 22.052, Education Code, any medication administered to a student in an Idaho school must have a written authorization from the student's parent or legal guardian.

4.4.2 Over-the-Counter Medications

In order for the GPA front office to give any over-the-counter medications, the parent/guardian must give permission on the medical form on the student enrollment application. No medication will be given unless there is written permission on file.

4.4.3 Guidelines for Dispensing Prescription Medication

All prescription medications must be brought to school by the parent or legal guardian in the original container and properly labeled. Dosages and types of medication must be in writing by the parent or legal guardian and given to the front office. Verbal authorization by the student will not be accepted and every effort will be made to contact the parent/legal guardian for the verification in an emergency-type situation. Medications will be dispensed in the front office and must be taken in the presence of the designated staff. Medication, if required, will be sent on field trips for designated personnel to dispense. There must be a permission form on file with the GPA before any medication will be given.

NOTE: The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction.

No GPA employee may be held responsible if the child does not receive his/her scheduled dose of medicine. If the daily dose of medicine is lost, stolen, spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parent or legal guardian. If the parent /legal guardian cannot be reached, the school personnel shall not be held responsible.

NOTE: Please request an extra labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

4.4.4 Inhalers

Students in grades K-6 will keep their inhalers in the class medical backpack. Students in grades 7-12 may carry their inhalers to school or school-related events if it is a part of the student's allergy action plan or parent permission.

4.4.5 Epipens

It shall be the responsibility of the student's parent or legal guardian to supply GPA with two Epipens for anaphylactic reactions. For elementary students, one will be kept in the student classroom medical backpack and one in the front office. For secondary students, one will be kept in the front office and one will be kept with the student so it can be administered according to the allergy action plan.

4.4.6 Medical Equipment

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing, etc.) must be provided by the parent or legal guardian and will be kept in the front office. Written instructions for the equipment's use and parental permission are required. Both will be kept on file in the front office.

4.4.7 Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the front office and must be picked up by a parent/legal guardian on the last day of the school year.

4.5 Immunization Requirements

By law all students attending school in Idaho are required to have been immunized against several diseases unless an annual exemption is on file with the front office. Upon enrollment, parents will be asked to provide a cumulative record of required immunizations before beginning classes. Any school, physician or clinic-validated document showing the month/day/year of immunizations is acceptable. Please share documentation of ongoing immunizations with the registrar so that our records may be updated, as required by law.

Initial attendance and/or continued enrollment may be denied without this record on file with the school. The only exclusions from compliance are exemptions due to reasons of conscience, medical contradictions or religious conflict. Immunization exemptions must be filed with the registrar annually and can be found on our website for your convenience. Please contact the registrar with any questions or concerns.

4.6 Communicable Disease Policy

Upon a positive diagnosis of a communicable disease, we ask that you keep your student home in an effort to protect the health of all children.

Common Illnesses

Disease	Symptoms	Incubation Period	School Action & Comments on Communicability	Source of Infection & Mode of Transmission
Chicken Pox	Slight fever, general feeling of illness, skin rash that begins on the chest, back, underarm, neck and face. Starts out as red bumps that turn into small blisters. Scabs appear in a few days.	10 to 21 days, usually 14 to 16 days	Contagious a few days before eruption and until vesicles are dry. Exclude student from school until day 6 after the rash began or sooner if all blisters have dried into scabs.	Virus spread directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. One attack usually confers immunity. Children on immuno-suppressive drugs are at high risk. If you take your child to the doctor, they will want to keep your child separate from other children to prevent further spread.
Common Cold	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	Up to 10 days	No restriction unless ill. Communicable shortly before symptoms begin and for the duration of the acute symptoms.	Spread person to person by direct contact with secretions from the nose and mouth. Also from hands, tissues or other items that may have secretions on them.
Fifth Disease	Rash, sometimes fever or sore throat, redness on cheeks. Rash could come and go for days or weeks.	4 to 21 days, usually 4 to 13 days	Exclude student from school until diagnosed by M.D. If other rash-causing illnesses are ruled out, student can be in school.	Most contagious before rash appears. Pregnant women and anyone with an impaired immune system may want to consult their doctor if exposed.
Influenza	Chills, body ache, headache, fever, sore throat, followed by cough, running nose and possible stomach ache.	Up to 10 days	Student excluded from school until well, usually 2-7 days. Should be without fever for 24 hours.	Virus spread directly through coughing, sneezing, and contact with nose or throat discharges of patients. Possibly airborne.

Impetigo	Blister pustules rapidly covered with honey colored crusts. May be confused with cold sores. Usually seen first near the mouth or nose. Can spread rapidly.	1 to 10 days, occasionally longer	Excluded from school until verification of treatment, or until lesions are dry. Contagious until lesions are healed or 24 hours after initiation of oral antibiotics.	Bacteria spread by direct contact with sores, Sometimes contact from discharges from the nose or throat of a person can be spread through droplets in coughing or sneezing. Usually caused by Streptococcus or Staphylococcus bacteria.
Mononucleosis	Fever, sore throat, swollen lymph glands, (neck), headache, tiredness. Can be a rash.	Probably 4 to 6 weeks	No restriction unless ill. Period of communicability unknown.	Spread person to person through saliva.
Lice (Pediculosis)	Infestation of head hair or other hairy parts of the body with lice or nits. Scratching causes reddened, rash-like area. Nits are tiny white eggs, stuck to hair, usually close to the scalp at the neckline and/or behind ears.	Variable; eggs hatch in 7-10 days	Students are excluded until lice and nits are adequately treated and removed.	Lice transmitted primarily by direct contact with infected persons. Lice can also be transmitted through combs, brushes, bedding, wearing apparel, and upholstered furniture.
Pink Eye (Conjunctivitis)	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24 to 72 hours	Pink eye without purulent discharge – no exclusion necessary. Pink eye with purulent discharge (pus) – students excluded from school for 24 hours after antibiotic treatment begins.	Most are caused by viruses; some bacterial. Redness of eye may also be the result of allergic reaction. May be spread through contact with secretions from eyes, nose or mouth.
Strep Throat Scarlet Fever	Fever, sore throat, headache, nausea, vomiting. (If associated with rash, it is called Scarlet Fever.)	2 to 5 days	Contagious until 24 hours after antibiotic treatment begins. Exclude for the first 24 hours of treatment and until feeling well enough to be in school.	Bacteria spread directly from nose and throat discharges of infected persons.
COVID-19	Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell.	The median incubation period for COVID-19 is four to five days. Most symptomatic people experience symptoms within two to seven days after exposure.	Upon a positive COVID-19 diagnosis, please contact the school front office for updated protocols.	Human-to-human transmission via respiratory droplets

Section 5 - Parental Partnership

The GPA board, administration, faculty, and staff are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinion to our attention. This means that individuals will be respected and there will be no basis for fear of retribution. School-life involves an enormous amount of time together, challenges, growth, and relationships. Conflict is often unavoidable. Matthew 18 addresses the process for confronting a brother or sister in Christ who has caused an offense to another. We believe that the Lord is most glorified when His children keep the conflict within a circle of two rather than talking about the offense to those who are not part of the conflict or part of the resolution.

5.1 Discipleship at GPA

Discipleship by its very nature is teaching and learning that is “walked out” experientially with others. Our approach to discipleship at GPA is to embrace this mandate as we walk out life at the school together. It is designed to prepare students for life beyond the school:

- Within every class
- Throughout the curriculum
- While participating in extra-curricular and co-curricular activities and clubs
- By serving together
- In worshiping our Lord
- And even through encouragement and correction (discipline)

Character discipleship takes place in a relational environment and GPA strives to instill in students the aim of being Christ-like by putting character first. The qualities listed below are the foundation of the Christian life and our hope is that they will be exemplified in the lives of our students.

Truth/Honesty/
Respect

“Now we ask you brothers to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work.” (1 Thes 5:12)

Servanthood

“The Son of Man did not come to be served but to serve.” (Matt 20:28) “Each one should use whatever gift He has received to serve others faithfully.” (1 Peter 4:10)

Obedience

“Those who obey His commands live in him, and He in them” (1 John 3:24) “Obey your leaders and submit to their authority...Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.” (Heb 13:17, 19)

Determination

“So, whether you eat or drink or whatever you do, do it all for the glory of God.” (1 Cor 10:31)

Love/Kindness

“Make sure that no one pays back wrong for wrong, but always tries to be kind to each other and to everyone else.” (1 Thes 5:15) “And this is his command, to believe in the name of his Son, Jesus Christ, and to love one another as he commanded us.” (1 John 3:23)

Humility

“Whoever exalts himself will be humbled, whoever humbles himself will be exalted.” (Matt 23:12) “God resists the proud, but gives grace to the humble.” (1 Peter 5:5)

Discipline	"I rejoice to see your good discipline and the stability of your faith." (Col 2:5) ""For those the Lord loves He disciplines...All discipline for the moment does not seem joyful, but for those who are trained by it, afterwards it bears the peaceful fruit of righteousness." (Heb 12:6-11)
Perseverance	"Let us not grow tired of doing good, for at the proper time we will reap a harvest if we do not give up." (Gal 6:9)

5.2 School Expectations of Parents

The mission of GPA is to provide a God-centered, discipleship driven, creative education that prepares students for life. We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) at GPA, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. GPA reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parent's/guardian's conduct is considered by GPA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of GPA. Students and parents also agree to be courteous and respectful to staff, faculty and other parents and students on campus.

Education must be the product of a partnership between the school and the home. The importance of open and responsive lines of communication is then obvious. The school also encourages communication between the student and the parent. Parent/teacher conferences can be held for any student not maintaining passing grades, not achieving expected levels of performance, or consistently not adhering to GPA behavioral rules and regulations. Parent/teacher conferences may be initiated by the teacher, the parents, or the administration.

5.3 School Parent Partnership

Parents at GPA agree that God's Word makes them responsible for the education of their children. They want their children to develop a system of values consistent with the Bible. They want their children to develop a lifestyle that is pleasing to the Lord and is based on an intimate relationship with Him.

The purpose of the school is to partner with parents to reach these goals by providing a thorough academic education built upon a biblical worldview. God as Creator of life is the focus of Christian education. Additionally, His Word serves as the authoritative standard of truth.

Factual information is the same for the Christian as the non-Christian, but the way in which facts are interpreted can be the difference between truth and error. No subject can be taught in truth if the Creator, Jesus Christ, is ignored or denied.

Therefore, in partnership with parents, GPA seeks:

- To introduce each student to God and the totality of His character.
- To see every student born again into a personal relationship with Jesus Christ.
- To provide an atmosphere that challenges the hearts and minds of students to consider all that is true and edifying and to contrast these ideas, values, and beliefs to those that are false and lead to ruin.
- To lead students to an understanding of the heights that can be reached and the accomplishments possible by a life fully yielded to Jesus Christ.
- To challenge both the body and spirit.
- To encourage and stimulate, by example, the life of Christ lived out in the lives of our

students.

- To equip each student to take his or her place in the world as a disciple of Jesus Christ.

GPA Request of Parents:

- Support the school discipline plan. It is essential that our parents be confident that they agree with and can uphold the disciplinary policies of the school and their application. (*"...do not despise the Lord's discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son He delights in."* Proverbs 3:11)
- Faithfully support teachers, administrators and school policies. (*"Now I plead with you, brethren, by the name of our Lord Jesus Christ, that you all speak the same thing and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment."* 1 Cor 1:10)
- Handle any concerns quietly and only with the person involved. (*"If your brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses."* Matthew 18:15-16)
- Enforce the school dress code, giving particular attention to modesty and attention to what may offend others. (*"Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good but the good of others."* 1 Cor 10:23-24)
- Make sure that your child attends school daily and on time. (*"The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied."* Proverbs 13:4)
- Fulfill all financial obligations to the school in a timely and complete manner.

Section 6 – Student Conduct

6.1 Philosophy and Guiding Principles of Student Conduct and Discipline

Taken from the same root word for *disciple*, discipline is established and maintained at GPA with the intent to *train* or *build into* the lives of students (Matthew 28:19; Proverbs 22:6). Our goal is for students to grow in self-discipline according to God’s Word so that external discipline measures become less needed.

The following statements provide some perspective on the school’s discipline philosophy:

- Discipline may be at first perceived as unpleasant, and involve a difficult process of sorrow and repentance; however, the end result is to produce righteousness, peace and strength. (Hebrews 12:11-13; 2 Corinthians 7:8-10; Proverbs 23:13-14)
- While discipline may result in short-term or long-term consequences, this does not stop full forgiveness from being extended (2 Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11)
- Discipline is directed at the behavior or attitude, not the individual person.

In the Christian community, we sometimes force the concepts of grace and forgiveness to necessitate the elimination of any human consequences. Consequences are God’s way of changing us, and thus, consequences with forgiveness become healing, purifying, and sanctifying (2 Corinthians 2:5-8). In addition, grace is not a shield against consequences but the power to change behavior, to do what is right (2 Corinthians 9:8; 12:9; Jude 1:4; Titus 2:11-14)

The GPA Student Family Handbook is not intended to be, and cannot be, all-inclusive or define all types and aspects of student management standards. The administration reserves the right, and assumes the authority, to declare rules and regulations in all matters of student management not otherwise specified. Students are reminded that any faculty or staff member in the school has the authority to correct students at any place and at any time.

6.2 Student Code of Conduct

Our school’s culture establishes strong values that are grounded in Biblical truth. Believing that all students are created in God’s image as intelligent creations, GPA seeks to create a rich learning environment within a supportive Christian framework that considers the unique needs of each student in the learning process. It is a basic belief that every person is endowed by our Creator with the ability to learn, and is uniquely gifted and talented in discoverable ways.

For this reason, GPA also believes it is biblical and imperative that students hold a high standard of conduct which respects other individuals as God’s creation, and education as a privilege provided by God. One of the most important goals at GPA is to establish a positive and supportive learning environment in which our students feel safe, secure, and have maximum opportunities to learn.

In order to promote and maintain this environment, we do not tolerate disrespect, dishonesty, rebellion, unkindness, bullying and obscenity. The goal of all discipline is to be Christ-like and exercise a spirit of grace and compassion. Parental responsibility and cooperation in disciplinary matters is expected.

6.3 Disciplinary Procedures

To discipline students who disregard established school policies or when other means do not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Lunch and after school detentions may be initiated by the administration and will be used to address student misconduct.

6.3.1 Friday School (Secondary Students)

- Students may be assigned to a four-hour (8 a.m. to 12 p.m.) session of Friday School. The first assignment of such will cost \$40.
- Friday school may be considered for rescheduling only upon receipt of a written request by the parent by Thursday morning, 8 a.m., preceding the scheduled Friday school. However, if scheduling conflicts with Friday school cannot be resolved, the student may be assigned to OSS and be subject to academic penalties that go with OSS.
- Failure to attend will result in disciplinary probation for the remainder of the school year with re-enrollment held for the coming school year. Parents will still be billed for the missed Friday School. The student will have to attend the next scheduled Friday School and the appropriate fee will be billed to the parents.

6.3.2 In-School Detention (ISD)

In-school detention may be assigned only by the Principal or designee. The parent will be notified by the administration as to the following provisions:

- All daily work may be made up for a maximum allowable grade of 70%.
- Any major test or project due during the period of ISD will be administered/handed in during ISD with a maximum allowable grade of 100%.
- Disciplinary probation may be initiated.
- Co-curricular Activities
 - Students receiving ISD may not practice and will not be permitted to participate in co-curricular competitions or performances on the day of the detention.
- Athletic Events
 - A student who receives an in-school detention while a member of a team will be required to miss one game, not including the games missed while serving the detention. This game will be the next one on the schedule. Neither the student nor the coach may choose a different game..

6.3.3 Out-of-School Suspension (OSS)

Out-of-school suspension may be assigned by only the Principal or designee. The parent will be notified by the administration as to the following provisions:

The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.

- A parent of the suspended student must meet with school personnel after a suspension period.
- A maximum allowable grade of 0% on daily work. Quizzes, tests and long-term projects will have a maximum allowable grade of 50%.
- OSS may initiate disciplinary probation and co-curricular ineligibility.
- A student who receives an out-of-school suspension will be immediately dismissed from the team but can petition the Athletic Director and Principal to return to the team with a student written appeal. The student will miss a minimum of two games if reinstated.

6.3.4 Disciplinary Probation

A student placed on disciplinary probation is jeopardizing the privilege of remaining at GPA. Moreover, a student's behavior which is so unsatisfactory as to merit probation will forfeit any class office or official position held in any school-related organization. A student placed on probation may neither represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on probation, the Principal or designee will notify the parents immediately.

The probationary status of a student will be reviewed by the administration at the end of the semester. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to be on disciplinary probation or be dismissed from GPA.

Further disciplinary actions placing a student on probation for the second time within a year's time may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

6.3.5 Expulsion

If extensive attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant GPA most drastic sanction, the Assistant Principal or Director of Student Services may recommend to the Principal that a student be expelled. Depending on the surrounding circumstances, Level III and IV offenses as listed above can result in expulsion. The Principal will determine the action to be taken after consultation with other senior members of the administration.

6.4 Public Displays of Affection | Physical Contact

In its desire to provide a learning environment for all students that is safe, wholesome, and free from unnecessary distraction, GPA does not allow public display of affection (PDA) among students during school or school-sponsored activities and/or at any time while on campus.

Students are to exercise self-control in their actions and refrain from public displays of affection that could be considered offensive or distracting. Public display of affection is defined as physical contact between students, including but not limited to holding hands, embracing, kissing, sitting on another person's lap, or any other form of inappropriate physical contact. GPA desires to maintain a high standard of honor, purity, and appropriate behavior between members of the student body, and encourages each student to be an example of appropriateness for the academic environment and respect to others.

When students choose to display affection for one another to the degree that it's considered a distraction, exclusion, or makes others uncomfortable, then consequences will be imposed. The Principal or designee has the responsibility to determine if certain actions are considered inappropriate.

6.5 Use of Profanity

If profanity is used by a student, a teacher is to send the student to the principal's office or designee.

Use of profanity consequences	
1 st Offense	Student is sent to the Principal's office. <ul style="list-style-type: none">• Teacher is to enter the incident in FACTS SIS.• Parents are contacted and informed of the incident by the teacher, the

	<p>same day.</p> <ul style="list-style-type: none"> Principal or designee ensures the incident has been recorded in FACTS SIS.
2 nd Offense	<p>Student is placed on detention or ISS</p> <ul style="list-style-type: none"> Teacher is to enter the incident in FACTS SIS. Parents are contacted and informed of the incident by the Principal or designee. Principal or designee ensures the incident has been recorded in FACTS SIS and enter administrator level actions.
3 rd Offense	<p>Student is placed on OSS</p> <ul style="list-style-type: none"> Teacher is to enter the incident in RenWeb. Parents are contacted and informed of the incident by the Principal or designee the same day. Principal/Director of Student Services ensures the incident has been recorded in RenWeb and enters administrator level actions.

Note: The school administration may assign other disciplinary measures up to and including suspension or expulsion.

6.6 Off-Campus & Online Conduct

Students of GPA represent their school, their parents, and their Lord at all times. Therefore, the expectation of appropriate conduct applies beyond the school setting. Serious violations of the school standards of conduct render the student subject to disciplinary review and corrective action, including expulsion, even when such violations occur away from school. Examples of serious violations include, but are not limited to, the following:

- Malicious action, threat or prank against the school or a school representative (e.g. teacher, coach, administrator, etc.).
- Involvement in unlawful activity.
- Inappropriate online behaviors identified by the administration.
- Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of school.
- Other serious infractions deemed inappropriate by the administration.
- Violations will be documented and parents notified.

6.7 Anti- Bullying | Harassment Policy

It is the policy of GPA to maintain a safe learning and work environment that is free from bullying and harassment. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. GPA prohibits all forms of bullying.

DEFINITION:

- Harassment means engaging in a course of vexatious comment or conduct, against a person at school, which is known, or ought reasonably to be known, to be unwelcome.*
- Bullying is intentional, targeted, repeated harmful behavior initiated by one or more students and directed toward another person. . For our purposes, it takes place in the school, on*

school property, during school events, or through social media. Examples of bullying are as follows:

- *Verbal*: name calling, put downs, racist remarks, repeatedly teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (over a cell phone or internet, etc.)
- *Physical*: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- *Social*: ostracism or exclusion, ignoring, being blatantly unfriendly, alienating, etc.
- *Psychological*: acts that instill a sense of fear or anxiety, etc.: *Any act that insults or demeans an individual in such a way as to cause distress, fear, and reluctance to attend school, a decline in work standards or problem behaviors.*

REPORTING & RESOLUTION PROCESS:

- Students, staff, families, and board members are prohibited from knowingly falsely accusing another of bullying or harassment. Disciplinary action, up to, and including suspension/expulsion for students and termination for staff, may be taken if they knowingly make false reports.
- Any member of the school staff receiving a suspected bullying/harassment report (verbal or written) shall address the matter as soon as possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)
- If the behavior meets the criteria for bullying/harassment, the staff member must report this to the Principal immediately in order to protect the alleged victim. The staff member is to immediately complete a *Bullying Incident Report* for investigation. The staff member is to commend the student for bringing the matter to the attention of the school staff, and they are to begin intervention strategies.
- Copies of the *Bullying/Harassment Incident Report* shall be given to the victim's and offender's teachers, be placed in the victim's and offender's files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a *pattern* of bullying behavior or abuse exists in regards to the offender or the victim.
- As part of our partnership with parents, the school will provide community and church resources options as needed.

6.8 No Retaliation

Genesis Prep Academy prohibits retaliation of any kind. Retaliation is defined as "punishment of an employee, student, or parent by an employer for engaging in legally protected activity such as making a complaint of harassment or participating in workplace investigations." No benefit or penalty may be imposed on an employee or volunteer in response to:

- Filing or responding to a legitimate complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint. Lodging a legitimate complaint will not be used against the employee or have an adverse impact on the individual's employment status.

However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment, enrollment, or volunteer status.

REPORTING RESPONSIBILITY

This policy is intended to encourage and enable employees and others to raise serious concerns internally so that Genesis Preparatory Academy can address and correct inappropriate conduct and actions. It is the responsibility of all board members, administrators, employees and volunteers to report concerns about violations of Genesis Preparatory Academy's code of ethics or suspected violations of law or regulations that govern Genesis Preparatory Academy's operations.

CONFIDENTIALITY

All complaints and investigations are treated confidentially to the fullest extent possible, and information is disclosed strictly on a need-to-know basis. Under no circumstances will the victim be required to resolve the complaint independently with the offending party. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Human Resources Department.

COMPLAINT PROCEDURE

Genesis Prep Academy has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. GPA will treat all aspects of the procedure confidentially to the extent reasonably possible.

- Complaints should be submitted to the Administration or supervisor within one working day after an incident has occurred, preferably in writing.
- Upon notification, the supervisor will immediately inform the Administration and Human Resources Department of the complaint.
- The Administration will inform the School Board of the complaint within 24 hours.
- The Administration will initiate and supervise an investigation to determine whether there is reasonable basis for believing that the alleged violation of this policy occurred.
- If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
- If the complainant or respondent is a student or volunteer, it may be necessary to separate parties during the course of the investigation either through change of schedule or temporary leave.
- The investigation will include interviews with the complainant, the accused, and any witnesses or relevant persons to determine whether the alleged conduct occurred.
- Upon conclusion of an investigation, the Administration will review all evidence and submit a written report of his/her findings to the complainant, the accused, the supervisor, and the Human Resources Department.
- If it is determined that a violation of this policy has occurred, the Administration will take prompt and remedial action against the accused, which will be commensurate with the severity of the offense. Action taken will not be communicated to the complainant. The appropriate action will depend on the following factors:
 - The severity, frequency, and pervasiveness of the conduct;
 - Prior complaints made by the complainant;
 - Prior complaints made against the accused; and

- The quality of the evidence (i.e. firsthand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the Administration may recommend appropriate preventive action.
- The Administration will also inform the School Board of the resolution to the conflict.

6.9 Cheating & Plagiarism

GPA values academic integrity. 1 Chronicles 29:17 reminds us that God tests our hearts and is pleased with integrity. Students are expected to fulfill requirements for assignments without assistance from other sources, whether other individuals, the academic work of others or electronic sources. If other sources are consulted in the fulfillment of an assignment, students should always acknowledge those sources through proper citation. GPA expects all students to refrain from any act of plagiarism or academic dishonesty.

Examples of plagiarism & cheating include:

- Cheating on an assignment is the inappropriate copying of another student's work.
- Cheating on a classroom test includes the use or possession of cheat notes or comparable material on a quiz, test, or major exam (includes a verbal exchange between students, looking at another student's paper, or offering his own to another student). Certainly included is obtaining or passing advance copies of test items/information.
- Cheating on a project involves students/individuals sharing information on an assignment or project for which specific instructions have been given to receive no help from any other source than those approved by the teacher.
- Plagiarism is a form of cheating. It may include knowingly repeating another's sentences, adopting a particular phrase, or expressing someone else's line of thinking in the development of a thesis as though it were the student's own.

Cheating & Plagiarism Consequences	
1 st Offense	Student receives a zero on the assignment and the parent is notified.
2 nd Offense	Student receives a zero on the assignment, the parent is notified and the student receives detention.
3 rd Offense	Student receives a zero on the assignment, parent is notified, and student receives Friday school with a cost of \$40.00.

6.10 Technology

6.10.1 Electronic Devices & Cell Phones

Student cell phones and personal electronic devices are to remain turned off and in a student's backpack or locker during school hours (7:45-3:15). In MS | HS, cell phones can be used during passing periods as well as lunch. Should a student violate the above policy during the year, the following consequences may be enforced:

MS HS Cell Phone & Electronic Device Consequences	
1 st Offense	Phone will be confiscated and turned into the Administration. Student will retrieve the phone at the end of the day.
2 nd Offense	Phone will be confiscated and turned into the Administration. The phone will be returned only to a parent or guardian at the end of the day.
3 rd Offense	Phone will be confiscated and turned into the Administration. The student will not be allowed to have a cell phone at school for the remainder of the semester.

6.10.2 iPad & Chromebooks

GPA has adopted a 1:1 technology initiative to better serve our mission. Technology holds incredible educational benefits for students including digital textbooks, paperless workflow, research, collaborative abilities and more. This technology also possesses abilities, which may not be conducive to education or can even be dangerous to students when not handled properly. The policies, permissions and responsibilities below are designed to serve that goal for students, their families and GPA.

All students 7th-12th grade will be issued a Genesis Prep iPad that will be used as an educational device.

- **Permissions** - Students will learn how to use this device as an integral part of the learning process with limited distractions. GPA devices will focus solely on the educational use of their devices as prescribed by school administration
- **Restrictions:** Devices will NOT have access to: adding or deleting apps, limited internet browser, camera, music, messaging, social media (Facebook, Twitter, Instagram, etc.), YouTube or any other app not approved by GPA administration.

**Due to security assurances, all students must rent an ipad from GPA. The rental fee for the device is \$100.*

Disabling Device Restrictions

Should a student intentionally disable their Device restrictions (deleting profiles, settings, wifi capability, etc.), disciplinary consequences will be issued up to and including Friday School, suspension and/or expulsion. Device restrictions are in place for student safety and the intentional disabling of those safety measures will not be tolerated. Should a student believe that their restrictions were accidentally or unintentionally disabled, they should immediately report it to the school administration to be repaired.

6.10.3 Music | Media

GPA believes music or media which promotes rebellion, violence, sexual perversion, promiscuity, suicide, disrespect for authority or biblical values, drug use/drunkenness, vulgarity, or satanic activity is not an acceptable form of entertainment for GPA students. Therefore, while at school or school sponsored functions, students may not listen to or view such media nor have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of media.

6.11 Dress Code

There are so many ways that the success of our students is linked to the partnership that exists between home and school. None, more so, than when it comes to our dress code. The purpose and heart behind our dress code is to help maintain a vibrant learning environment consistent with biblical principles. The principles found in I Timothy 2:9-10, 4:12, Titus 2:6-8, Ephesians 4:3 and I Corinthians 8:9-13 are at the core of our policy and work together to teach appropriateness, modesty, humility, and respect as lived out in community.

The school has established its rules of dress to meet these principles and also to reasonably enforce them. Some specific items of dress are not permitted at school because of the difficulty in making fine distinctions between appropriate and inappropriate attire. Our staff has the responsibility to help the student discern if their clothing choice falls outside the stated guidelines or if it attracts undue or excessive attention (and is therefore unacceptable). Although we

acknowledge that schools may have different, yet equally valid perspectives on acceptable dress, each school must necessarily establish boundaries that conform to its mission.

6.11.1 Elementary Dress Code

Students in grades K-6 will be given verbal coaching on initial occurrences (1-2) of dress code violations.

The following is a list of clothing standards that reflect our values for appropriateness, modesty, humility and respect. Students are expected to dress modestly and appropriately for school. Specific expectations include:

- Skin tight jeans, leggings, yoga pants, and exercise pants (spandex) are allowed as long as the shirt is covering the student's bottom.
- "Ripped jeans" (jeans with holes in them) are allowable if the holes are *not* higher than 4 inches above the knee and/or the holes are lined with fabric.
- No pictures or wording on clothing that could be offensive, or make reference to drugs, alcohol, tobacco, political/cultural agenda or sexual content.
- No tank tops, spaghetti straps, sleeveless or off the shoulder shirts are permitted.
- No midriff skin should be shown at any time.
- No undergarments should be exposed.
- Shorts and skirts/dresses must be no shorter than 4 inches above the knee worn with appropriate undergarments.
- Heelys and open toed sandals are not allowed due to safety issues.

The liberties we enjoy should always be used to reflect our commitment to Christ (c.f. 1 Peter 2:16). It will be the primary focus of GPA staff to educate and verbally correct students who are out of dress code, to help them understand the rules and expectations of the school.

*Students will have 2 options to correct the violation: they can request new clothes from home, or they can wear the shirt/sweatpants provided to them in the Office. If clothes from home can't be brought swiftly – students will be required to wear the clothes provided from the office – until the clothes from home arrive and they can change.

6.11.2 Secondary Dress Code

The following is a list of clothing standards that reflect our values for appropriateness, modesty, humility and respect. Students are expected to dress modestly and appropriately for school. Specific expectations include:

- No skin tight clothing including, but not limited to; "yoga" pants, exercise pants (spandex), skin tight jeans, leggings, etc. Note; "Ripped jeans" (jeans with holes in them) are allowable if the holes are *not* higher than 4 inches above the knee and/or the holes are lined with fabric.
- No pictures or wording on clothing that could be offensive, or make reference to drugs, alcohol, tobacco, political/cultural agenda or sexual content.
- No tank tops, spaghetti straps, sleeveless or off the shoulder shirts are permitted.
- No midriff skin should be shown at any time.
- No undergarments should be exposed.

- Shorts and skirts/dresses must be no shorter than 4 inches above the knee worn with appropriate undergarments.

The liberties we enjoy should always be used to reflect our commitment to Christ (c.f. 1 Peter 2:16). It will be the primary focus of GPA staff to educate and verbally correct students who are out of dress code, to help them understand the rules and expectations of the school.

*Students will have 2 options to correct the violation: they can request new clothes from home, or they can wear the shirt/sweatpants provided to them in the Office. If clothes from home can't be brought swiftly – students will be required to wear the clothes provided from the office – until the clothes from home arrive and they can change.

- Borrowed clothes must be returned by the end of the school day. If clothes are not returned by 3:30 pm on the day of the offense, a \$20 clothing fee will be charged on the family FACTS account.

Consequences for violating the dress code policy are as follows:

Secondary Dress Code Consequences	
1st Offense	Student will be informed of the violation, required to change immediately and parent(s) will be notified.
2nd Offense	Student will be informed of the violation, required to change immediately, parent(s) will be notified and the student will be assigned detention.
3rd Offense	Student will be informed of the violation, required to change, a parent conference will be scheduled, and Friday school will be assigned.
4th Offense	Student will be informed of the violation, required to change, parent(s) notified and discipline will be at the discretion of administration.

6.12 Middle School / High School Discipline Policy

Teachers will record violations in each class period. There are three different areas in which a student can get a violation.

Middle School High School Violations	
Unexcused Tardy to class (per quarter)	Unexcused tardy.
Unprepared for class (per quarter)	Unprepared for the class, iPad not charged, forgot pencil, etc.
Off task (per ½ quarter)	For non-participation, disruptions or violating classroom or school policies or any behavior that impedes the orderly operation of any school activity.

6.13 Campus Care

Students will be held responsible for deliberate damage to the buildings or property. 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	students clean all tables in the classroom before or after school, or during a lunchtime detention.
2nd Offense	students clean all tables in the classroom before or after school, or during a lunchtime detention and parents are notified.
3rd Offense	students clean 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	students clean all tables in the classroom before or after school, or during a lunchtime detention and parents are notified.
2nd Offense	students clean 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	students clean all tables in the classroom before or after school, or during a lunchtime detention, parents are notified, and pay to replace the damaged item.

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

1st Offense	students clean all tables in the classroom before or after school, or during lunchtime detention, parents are notified, AND pays to replace the damaged item.
2nd Offense	parents are notified and discipline will be at the discretion of administration.

6.14 Inappropriate Materials

Obscene, pornographic, or vulgar items of any type shall not be allowed on school property at any time. The teacher will collect such items. While this is aimed specifically at books, magazines, posters, or pictures, it also includes any printed, drawn, or electronic material that is deemed obscene, pornographic, vulgar or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education. Possession of such may lead to expulsion.

6.15 Backpacks & Personal Items

GPA strives to keep a safe and healthy environment on campus to help achieve its primary goal of building Christian character and academic competence. To maintain this environment, the school may conduct random or scheduled health, safety and welfare inspections of backpacks, purses, gym bags, lockers, cars or any other personal items. A student may also be asked to empty the contents of the pockets of their clothing.

Since backpacks and other personal containers should only contain appropriate items, the school believes such inspections should not cause hardship on any student, parent, visitor or employee. The following procedures will be used when conducting inspections.

Clothing Pockets, Backpacks or Other Bags/Containers

- A student will be requested to present an item to a school staff member for the purpose of inspecting the item and/or the contents of the item.
- If a student declines to present an item for inspection, the student's parent will be called and the student will be placed in In-School Detention until the parent arrives. Upon parent's arrival, if the item is still not presented for inspection when the parent is present, the student will be placed on Out-of-School Suspension until a disciplinary decision is made.
- If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken.

Section 7 – Activities & Athletics

7.1 Introduction

The purpose of this handbook is to maintain consistency through the athletic and activities program and to set forth the standards, policies, and guidelines by which we expect the sports and activities program to operate. The rules/procedures of the athletic department are in place to promote safety, order, and assist the student athlete in reaching their maximum potential for God's glory. The Athletic Director and administration will make any decisions regarding questions not addressed in this manual.

7.2 Philosophy and Purpose:

The GPA athletic program is an integral and important part of the student's total educational experience. Naturally, the athletic administration will promote and advance the overall educational goals and philosophy of GPA. The athletic administration strives to maintain an athletic program that is established and rooted in Biblical principles of Christian education. Biblical principles that support a well-maintained athletic program include:

- Support the overall mission of the school.
- Bring glory to God through all athletic pursuits.
- Promote the development of Christian character.
- Represent the Lord and the school well in the community.
- Improve competency and excellency in sport.
- Provide an atmosphere that is Christ-centered.
- Encourage total student-athlete development (spiritual, physical, mental, & social).
- Prepare student-athletes for Christian life and service.
- Promote school unity and school spirit.

7.3 Philosophy of Competition

The athletic administration will strive to equip and empower coaches to develop team competitiveness and excellence in athletics. We take this assignment seriously and seek God's direction and wisdom to develop and implement the strategy that we believe will result in a truly excellent Christian school athletic experience.

We believe "winning" is always giving 100% to your teammates, yourself, and the Lord. We are not content with failure for the sake of "good sportsmanship." Winning games is most often accomplished through practice, preparation, and effort. We wish to instill the desire to play hard and to win with humility and lose with dignity. Athletic success is said to be the confidence that comes from knowing that one did his/her very best. **Our emphasis in this area will be two-fold: prepare to win and give 100%, then allow God to exercise His will and accept that joyfully.**

7.4 Eligibility

GPA belongs to the Idaho High School Activities Association (IHSAA). GPA upholds all the standards of the IHSAA, and in some circumstances will have more restrictive rules.

7.4.1 Athletic Forms & Fees

In order to participate in athletics at GPA, students are required to complete the following items **prior** to being eligible to participate in their 1st practice.

- **Registration:** Complete athletic registration form which can be found on the GPA website. This includes acknowledgement of all permissions, entry of necessary information, and a copy of current insurance coverage.
- **Payment:** Payment of the athletic fee for the sport. Parents may elect to pay their athletic fees via their FACTS account.
- **Athletic Physical Form:** The IHSAA requires that each participant (prior to participation) in an activity / program must have on file a statement or prepared form from a medical authority licensed to give a physical examination, certifying that the participant's physical condition is adequate for the activity or activities in which the athlete wishes to participate. Athletic physicals must be valid for the entire sports season in which an athlete will participate in.
- **Signed GPA Athletic & Activities Code of Conduct**

7.5 Academic Eligibility

Student-athlete must meet both the IHSAA and GPA academic standards to be eligible for activities and athletics:

- Minimum IHSAA academic eligibility standards.
- Grades must be above 70% in order to remain eligible to participate in activities & athletics.

7.5.1 Academic Evaluation & Reinstatement Process

- Grade progress is monitored weekly.
- If a student's grade in any class drops below a 70% on weekly grade checks, the student may be ineligible until the grade is raised to 70%. Students will be given 1 week after the grade check to raise the grade before the ineligibility restriction begins.
- If the student's grade remains below 70% beyond the 1 week grace period, the student will be eligible to practice but not be able to participate in competitions, travel with the team or dress for home competitions.

7.5.2 Terminology for Grade Check Eligibility:

Green	Athletes who meet all requirements on grade checks. They are a "GO" for their sport's seasons and are eligible for practices & competitions.
Yellow	Athletes who are given one week to improve their grades after not meeting grade check. These athletes are eligible to practice and participate in competitions.
Red	Athletes who do not pass grade check after the 1 week grace period will be placed on 1 week ineligibility from contests until the next grade check day.

7.6 Rules & Code of Conduct Policies

7.6.1 Attendance at school, practice, and competitions

- Students must attend classes regularly, strive for academic excellence, and set positive examples in the school and community with his/her personal conduct.
- Students must attend school the entire day to participate in any co-curricular competitions, practices and performances scheduled for that day unless special

- permission is granted in advance by the Athletic Director.
- Students must be in school and remain for the entire day on Thursday to participate in any co-curricular competitions, practices and performance over the weekend. Exceptions can be made for medical & dental circumstances or pre-approved absences and must be approved by the Athletic Director.
- Student-athlete must be enrolled in 5 credits each semester they are participating in an activity.

7.6.2 Conduct unbecoming of a GPA Athlete

Student-athletes will not display insubordinate or inappropriate behavior according to the GPA Athletic and Activities Code of Conduct.

- Conform with the instructions, guidelines and rules established by the coach which includes, but is not limited to the practice schedule, equipment use, physical conditioning, and practice activities.
- No use of profanity or obscene language.
- Maintain standards of dress set by the school, coach, or advisor.
- Not be involved in the willful destruction or theft of school or personal property.
- Not be involved in any unlawful activity.
- Any student-athlete that is suspended from school is in violation of the GPA Athletic and Activities Code of Conduct.

7.6.3 Maintain standards of scholastic eligibility established by IHSAA & GPA

- A student-athlete not passing five full credit academic classes each semester will be ineligible to participate in contests the following semester (IHSAA Policy).
- The student-athlete shall abide by the GPA academic standards and requirements.

7.6.4 Do not use or possess Tobacco / Alcohol / Vaping / Drugs in any form

- Student-athletes will refrain from the use or possession of tobacco, vape, alcohol, and the illegal use or possession of drugs including steroids or be knowingly present while such activity is taking place.
- Use or possession of tobacco/e-cigarette products is prohibited under this code even when the student reaches their 18th birthday.

7.7 Athletic Misconduct

Policy: Involvement in the Genesis Prep Academy activities and athletics program is a privilege, not a right. The conduct rules listed below are a 365 day policy that apply to all student-athletes at GPA. Violations of the GPA Athletic and Activities Code of Conduct are cumulative for grades 7-8 and 9-12.

Procedure: The investigation of incidents, disciplinary actions and procedural due process shall be the primary responsibility of the Athletic Director and Administration.

Determination of Misconduct:

- Student-athletes determined to be in violation of the Genesis Prep Academy Athletic Code and his/her parents shall be notified by the Athletic Director or Administration of the specific violation as well as the consequences.
- If the student-athlete and/or parents do not agree with the decision of the Athletic Director and/or Administration, they may appeal to the Principal within three (3) business days of the decision. The disciplinary action will remain in effect while the Principal studies the appeal.
- Following violations, the student shall be eligible for the reinstatement only after the terms of his/her suspension have been fulfilled and a reentry meeting with the Athletic Director has occurred. The Athletic Director, Administration, and Principal shall have the final authority as to the student's reinstatement of eligibility.

Disciplinary Actions:

Violations Concerning Behavior Alcohol Tobacco Illegal Drugs			
Prohibited Conduct	First Offense	Second Offense	Third Offense
Flagrant/Volatile one time event or a Pattern of unsportsmanlike conduct. Taunting, physical or verbal abuse, inappropriate gestures, public foul or abusive language, negative or inappropriate social media posts.	Reviewed case by case by Athletic Director and Administration. 1-2 game suspension or removal from the team.	*Suspended for the season	*Suspended for 1 calendar year
Actual Possession/Use of: Alcohol/illegal drugs or marijuana, tobacco, E-cigs, vaping products or any other illegal drugs including steroids.	<u>Investigative:</u> 25% of season* (Able to practice, but unable to dress for competitions or travel to away competitions). <u>Self Report:</u> 15% of season* (Able to practice, but unable to dress for competitions or travel to away competitions).	<u>Investigative:</u> Dismissal from 100% of season* <u>Self Report:</u> Possible reduction with certain criteria met, (ie substance abuse counseling)	<u>Investigative:</u> 1 calendar year* Loss of letter, awards, or records earned
Knowingly Present of: Illegal use of alcohol, illegal drugs, marijuana, tobacco, e-cigs, and vaping products.	<u>Investigative:</u> 15% of season* <u>Self Report:</u> 0% of season without usage	<u>Investigative:</u> 30% of season* <u>Self Report:</u> 15% of season without usage*	<u>Investigative:</u> 100% of season* <u>Self-Report:</u> 30% of season without usage*
Illegal Acts: Including hazing of conduct unrepresentative of GPA.	Reviewed case by case by Athletic Director /Administration		

*% of season will be determined by multiplying the number of regular season contests by % and rounding to the nearest whole number. Carry Over Language - if the % is not fulfilled

during the present sports season, it will carry over to the next sports season that the athlete completes in good standing.

** Student-Athletes are expected to practice, but are unable to travel to away competitions or dress for home competitions.

DEFINITIONS PERTAINING TO ILLEGAL SUBSTANCES:

- **Actual Possession:** The act of having a substance in one's custody or control. Actual possession occurs when the item is in physical custody of the person charged with possession.
- **Discovery by investigation:** The process by which an administrator, coach, or advisor initiates an investigation and discovers student involvement in an activity.
- **Discovery by Self Report:** Participants who self-report must do so within 2 school days after the event.
- **Knowingly Present:** for the purposes of this policy "knowingly present" shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees were illegally using or in possession of drug paraphernalia, controlled substances, drugs, alcohol or tobacco and the student knew, or reasonably should have known, that such use or possession would occur.

7.8 Athletic Uniform & Equipment Policy

- The student-athlete is fully responsible for the care of his/her school issued athletic uniform. Athletic uniforms must be worn properly and completely and worn only for competitions and other approved events. The athletic administration does not keep extra uniforms on hand in case a student forgets their uniform on game day. Any lost or damaged uniform will be paid for by that individual at a replacement cost. Uniforms that must be re-ordered outside of normal purchasing often cost much more because of the special ordering process.
- The athlete is responsible for school-owned equipment that has been issued to him/her. It will be the financial responsibility of the athlete to pay the cost of lost or damaged equipment.

7.9 Transportation Policy

- Athletes and team members are expected to travel to and from contests with the team when transportation has been arranged for this purpose.
- Depending on the sport, student-athletes may be able to sign out with coach and return home with parents.
- Each athlete should treat the bus/van with respect including removing all trash and personal items before exiting the vehicle.
- Passengers should respect the rules and authority of the driver.

7.10 Athletic Awards

- Individual Awards: Each GPA sport program determines the awards given to their players and the criteria for earning the awards. The athletic department will print certificates. Programs may choose to order their own awards through approved team funds.
- Varsity Only – Letters/Pins
 - First year varsity players will earn a letter and a pin (Not per sport, but once for varsity).

- Second year and beyond varsity will receive a bar for each subsequent year of participation.
- Varsity lettering policies will be determined by the coach and approved by the A.D.

7.11 Playing time

7.11.1 High School Teams

Playing time is at the discretion of the coach. While our athletic mission statement applies in full, the varsity level has been established to fully embrace and enthusiastically represent our Lord and school while competing at an interscholastic high school varsity level. At the varsity level, decisions around playing time are determined by several factors. Emphasis shifts from a participation philosophy to a more mature, competitive philosophy. Using our athletic statements and with uncompromising integrity, it becomes important to give all teams their best chance of succeeding. This will, in many cases, mean some players, due to various reasons, will see less playing time, or in some cases, no playing time, in each event.

7.11.2 Middle School Teams

The Middle School emphasizes participation and skill development while also trying to give the team opportunity for success. Absence from practice or a poor attitude displayed will influence participating in a contest. One goal for middle school teams is to generate enthusiasm and improved skills that can transfer to later years on a varsity squad.

7.11.3 Factors Affecting Playing Time

- The skill the player demonstrates and development of skills as the season progresses.
- The ability to function effectively as part of a team, to follow the game plan and to put the team's success first.
- The effort, attitude and seriousness devoted to practices.
- The way a player fits into the strongest combination of players.

7.11.4 Ways to Increase Playing Time

- Coaches notice intensity in practice, not occasional periods of intensity, but every day, every-minute intensity. To have a legitimate reason to talk to a coach about playing time, a player must bring to the talk a history of practicing with excellence.
- Understand everything the team does, both offensively and defensively. A player cannot expect to play if the coach has doubts about his/her understanding.
- Develop knowledge of as many positions as possible. You never know when the opportunity may come, due to another player's injury, illness, or another reason.
- Want to play, whether for long or short periods of time; be ready by staying in the game mentally, while on the bench.
- If you are a player that comes off the bench, genuinely cheer for those who are playing. Team success also enhances opportunities for all players to get playing time.

7.12 Commitment Policy

Athletes and parents must understand they are making a commitment to the Lord, their teammates, and their coach when participating in the athletic program. This commitment carries with it the expectations of attendance at all competitions, practices, and meetings unless excused

by illness or the coach's permission in advance. Participation on teams outside of school should be considered secondary and therefore, should have secondary priority when there is a conflict unless prior arrangements can be agreed upon between the athlete and the coach and the absence meets the IHSA guidelines. This commitment extends to getting proper nutrition and rest and keeping up with schoolwork. Once selected to a team, the athlete and his or her parent/guardian have committed themselves to supporting the school/team through the completion of the sport season. Each athlete has a responsibility to him or herself and the team to finish the season unless, in consultation with the coach, early release from the team is advisable.

7.13 Student Athlete Responsibilities

a. Committed to Team

- Be committed to your team. Attend every practice and game. It is the responsibility of the student athlete to fully communicate to the coach any tardiness or absences pertaining to competitions or practices that may occur. If they are at school, they should be at practice. If the student-athlete fails to fully communicate, disciplinary action will occur which can result in a penalty of up to a (1) game suspension.
- Be prepared for all competitions and practices. Use your time wisely.
- Fulfill your academic obligations on time and in full. When it is necessary to miss class time due to travel to an athletic event, the following regulations will apply:
 - All due assignments should be turned in to the teacher prior to leaving.
 - All new assignments should be obtained before leaving. Late penalties may be assessed by the teacher for work not completed upon the student's return
- An athlete that receives a detention may miss practice to serve the detention. Coaches have the right to discipline players who are late/miss practice for detentions.

b. Support your Coach and Team

- Remain positive towards coaches and teammates.
- Support team goals and coach objectives before personal goals.
- Follow team rules established by your coach.
- Engaging in hazing of other athletes or students will not be permitted.

c. Strive to represent GPA well

- Respect officials and obey their decisions.
- Show proper respect to your opponent.
- Play hard within the rules of the game. Be a good steward of facilities and equipment. Continue this principle when traveling.
- Win with humility, lose graciously, and congratulate opposing players and coaches.

d. Use Social Media appropriately

If students use social media, it is vital they do it in a way that honors one another.

- **Do support:** Use social media to support God, GPA, family and yourself. Show support and positivity and congratulate others' content on great competitions or practices.
- **Do highlight:** Use social media to highlight your coach, teammates, team and yourself on accomplishments along with anything else which exemplifies a Christ-like mindset.
- **Do inspire:** Use social media in a Christ-like mindset to inspire those who pay attention to your account. Empowering others is an impactful thing you can do to show God's love.
- **Don't engage in illegal or foolish activities:** Adhere to the standards of Genesis Prep.
- **Don't show extreme emotions:** You should be aware and careful of the dangers of social media usage. Wait at least 24 hours before you let emotions like anger,

jealousy, or frustration spill over onto social media. What may seem like a fine post at the time, may be considered negligent and end up costing you in the short term in your concerns.

e. Maintain GPA Standards for Dress Code

- GPA dress code requirements also apply to all GPA activities and athletics.
- Any exception to this rule is at the discretion of the coach and Athletic Director.

f. Fundraising

Fundraising is an important part of the athletic budgets, so athletes are involved. All fundraising activities must be approved by the Athletic Director and the Development Director.

g. Player Removal

The Coach, Athletic Director, and/or Administration retain the right to remove any athlete from an athletic team who violates the rules or philosophy of the GPA athletic program.

h. Player Ejections

Player ejection from a game may warrant further game suspension in accordance with league rules and/or the IHSAA guidelines. Further disciplinary action may be taken by GPA administration depending on the situation and circumstances of the ejection.

7.14 Parent Responsibilities

a. Support Student Commitment

- Release your student-athlete to the coach and the team. Ensure your athlete attends all scheduled practices and athletic contests and abides by the athletic department's training/athletic rules. Encourage your student-athlete stay eligible academically.
- Be flexible. As carefully as planning is done, changes in the schedules can happen.
- Students are NOT allowed to stay after school for a late practice, game or other school event without parental supervision. Please make sure that students are picked up before 3:30 and then returned to campus for the start of their scheduled activity.

b. Support the Coach

- Believe in and support the coach's judgment, character, actions, strategy, and overall philosophy and this will help your child do the same. In contrast, criticism and constantly questioning a coach's actions and overall program will likewise lead the student-athlete in that way. The attitudes and ideas communicated in the home will often be carried out in the heart and mind of the athlete.
- Pick up players on time after practices/competitions. Our coaches will work to finish on time.
- Help your child's team by being a scorekeeper, team mom or dad, driver, scoreboard operator, stat keeper, devotional, etc.

c. Support the Team

- View the game with team goals in mind. Accept the goals, roles, and achievements of your athlete. Realize that all players cannot be on the "starting team," but each player is critical to the team's success.
- Accept the judgment of the officials and coaches and remain in control.
- Shout encouragement from the sidelines, and refrain from coaching, criticizing officials, or condemning a child during the game.

- Be a daily encourager and pray regularly for athletic teams and coaches.
- Adhere to the spectator sportsmanship policy as outlined in section 7.15.

d. Social Media

- Strive to only post positive team building information on social media. Negative commentary about coaches or other players can only result in hurt feelings and broken relationships.

e. Carpool

- GPA personnel will make every effort to provide school transportation to athletic events. Under some circumstances, parents may have to carpool players to away competitions (dependent upon van/driver availability). In this instance, parents are responsible for transportation while school personnel will assist in the arrangements.

f. Meetings/ Information

- Parents ought to make every effort to attend any informational meetings offered by the athletic department and/or coach. Also, please be familiar with the athletic policies.

7.15 Coaches Responsibilities

Coaches should be men and women that are committed to Christ, love young people and are knowledgeable in their sport. Please remember coaches are not perfect. They are individuals who are growing personally and professionally and are at different stages of maturity in their coaching careers. Please extend grace and gratitude to the GPA coaches. Coaches are expected to:

- Consistently communicate with all people involved in an appropriate manner. Hold meaningful, organized practices emphasizing the fundamentals of their sport.
- Abide by the GPA Athletic Handbook and Employee Policies.
- Serve as a positive role model and exemplify Godly character, behavior, and leadership.
- Be competent and knowledgeable teachers of their respective sport.
- Inspire in players a love for the game and a desire to compete.
- Teach Christian character qualities to our athletes and encourage academic success.
- Show restraint and respect when dealing with officials and opposing coaches.
- Reinforce and hold players/coaches accountable for respect and good sportsmanship
- Coaches will be reviewed by the Athletic Director on a regular basis.
- Coaches are the designated individuals to relay game results and athletic accomplishments to the media. All other interviews with the media need to be approved by the Athletic Director.
- The coach, Athletic Director, and/or administration have the responsibility to hold their student athletes accountable to team rules which includes the right to remove any athlete from a team that violates the rules or philosophy of the GPA athletic program or the IHSAA policies.

7.16 Communication & Conflict Resolution

Both parenting and coaching are difficult responsibilities. By keeping lines of communication open between parents and coaches, many potential problems can be avoided. This begins with clear communication from the coaching staff to the parents and the student-athletes. The following

guidelines are in place to help resolve conflicts, if and when they occur, in an appropriate manner which upholds the dignity of the student-athlete, parents and coaching staff.

- **Communication Expectations from Coaches:**
 - Philosophy
 - Team requirements and athlete expectations.
 - Procedure should student-athlete be injured during participation.
 - Consequences
 - Location and times of all practices and competitions.
- **Communication Coaches expect from Parents/Student-Athletes:**
 - Concern expressed directly to the coach. Student-athlete should make this first step. (See protocol for conflict resolution at the end of this section)
 - Notification of schedule conflicts well in advance.
 - Concerns about philosophy/expectations before commitment is made to the team.
 - Positive role-modeling at contests and practices.
- **Concerns to Discuss with Coaches:**
 - Treatment of your student-athlete, mentally and physically.
 - Ways to help student-athlete improve.
 - Concerns about student-athlete's behavior.
 - Coaching philosophy, college options, and recruiting.

*One of our goals is to instill in our student-athletes a sense of ownership and responsibility for their actions. Therefore, it is important that student-athletes learn necessary communication skills and learn how to resolve conflicts in a God-honoring way (Matthew 18 principle).

***Parents & players:** Do not attempt to confront a coach before, during or directly following an athletic competition or before/during a practice. This includes speaking with a coach, writing emails or sending texts. Communication of this nature rarely promote resolution. Therefore, the "24-hour rule" will always be in effect. This rule allows for time to reflect and pray, as well as emotions to calm down so a rational, facts-based discussion may take place. The parent/coach meeting should be factual in nature as friend to friend in unity without acrimony or judgment. Please prayerfully consider your motives before approaching a coach. Please note the order of the conflict resolution protocol:

d. Protocol for Conflict Resolution

Step 1 - Player to Coach

Step 2 - Parent/Player to Coach

Step 3 - Parent/Player to Athletic Director

After Step 3 - The Athletic Director will brief the Principal of the issues and concerns. Following this briefing, the Athletic Director will communicate further action points, meetings, or plans with parties involved as we strive to work through every situation with grace and humility.

7.17 Spectator & Sportsmanship Policy

The role of the fan is vital to the GPA athletic department. The athletic department, players and coaches appreciate the support of the parents and fans through prayer, finances, attendance, cheering, and participation.

- It is important to make the guests of our school activities feel welcome. All visitors should feel they have been treated fairly and dealt with in a sportsmanlike way. The skills of the visiting team should be recognized and appreciated. Everyone needs to create a positive atmosphere.
- The following behavior is not acceptable at any contest:
 - Booing or jeering, mocking, or taunting.
 - Yelling negative comments to officials or other teams.
 - Confronting officials, coaches, or other participants during or following a competition.
- If a problem occurs, inform the Athletic Director, or school administration and allow him/her to deal with the situation.
- A game official, school administrator, Athletic Director, or a school board member has the authority to remove anyone from the premise of an athletic competition for unsportsmanlike behavior. The school may also deny the privilege of attending future competitions.

Section 8 – Academic Life at GPA

8.1 Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each of the areas below.

8.2 Expected Student Outcomes

The following attributes will occur in the lives of the students we serve are:

- To be well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening and thinking.
- To be proficient in mathematics and science.
- To have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other people and places.
- To appreciate literature and the arts and understand how they express and shape their beliefs and values.
- To have a critical appreciation of languages and cultures of other people, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the stranger.
- To know how to utilize resources including information technology to find, analyze and evaluate information.
- To personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- To know how to utilize resources including information technology to find, analyze and evaluate information.
- Are committed to lifelong learning.
- To have the skills to question, solve problems, and make wise decisions.
- To understand the worth of every human being as being uniquely created in the image of God.
- Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Understand and commit to a personal relationship with Jesus Christ.
- To know, understand, and apply God's word in daily life.
- Possess apologetic skills to defend their faith.
- Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- Treat their bodies as the temple of the Holy Spirit.

- Are actively involved in a church community, serving God and others.
- To understand, value, and engage in appropriate social (community) and civic (political) activities.
- To embrace and practice justice, mercy, and peacemaking in family and society.
- To value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas).
- To respect and relate appropriately with integrity to the people with whom they work, play, and live.
- To have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- Are prepared to practice the principles of healthy, moral family living.
- Are good stewards of their finances, time (including discretionary time), and all other resources.
- To understand that work has dignity as an expression of the nature of God.
- Secondary students: See the Secondary Academic Handbook and Course Selection Guide.

8.3 Homework

Homework is given to teach students responsibility and independence in learning. Furthermore, homework reinforces skills and concepts taught in school and it affords parents a natural opportunity to be involved in their student's education. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable.

8.4 Extra-Credit Work

Teachers will use extra-credit work sparingly and wisely. It shall be used only to encourage students to go beyond what is normally required to expand their experience with the subject matter. In other words, it should be extra study above and beyond regular classroom assignments.

8.5 Make-Up Work for Absences

Students who have missed school for an unexpected reason, such as illness, and have an absence from class will be allowed to make up missed work.

- Students will be permitted one day for each day absent to complete their assignments.
- Missed tests and quizzes are to be taken no later than the day after the student returns to school, unless a special exception is approved by the Principal.
- A special plan may be arranged for any student who has had an extensive absence from school.

School-Approved Activities & College Visits

Students who will be missing school for a school-approved activity, such as college visits, athletic or fine arts events, should use the following plan for make-up work:

- Any work due the day of the event should be turned in prior to leaving for the event. A folder in the secondary office will be provided as a place for work to be submitted.
- All students should ask the teacher about any work that will be missed while they participate in the school-approved activity. If it is an assignment that can be completed

without further instruction, it is due the day after returning from the activity. If teacher instruction is necessary prior to completing the assignment, the student will arrange a day the assignment will be due with the teacher.

- If a test is scheduled to be taken during a school-approved activity, students should meet with that teacher two days prior to the absence and arrange a time when the make-up test will be taken.

8.6 Parent | Teacher Conferences

Parent/Teacher conferences are offered each fall. Sign up times will be posted. Additional conferences may be desired, and such meetings should be scheduled in advance directly between the parent and teacher as needed during the year.

8.7 Report Cards & Progress Reports

Elementary

Report cards are sent home at the end of each quarter. Report cards are a communication to parents indicating the level of each student's achievement. Final report cards will be mailed and/or e-mailed at the end of the school year.

Secondary

Middle School and High School distribute grades on the following schedule.

- 1st quarter - progress report
- 2nd quarter - report card
- 3rd quarter - progress report
- 4th quarter - report card

NOTE: Only those families whose accounts are current will receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards/records may be released immediately upon payment by cashier's check or money order.

8.8 Academic Recognition

Academic recognition is given to 4th - 12th grade students who achieve a 4.0 grade point average on their report card; they will be designated as having earned a place on the Principal Honor Roll.

Academic recognition is given to 4th - 12th grade students who achieve at least a 3.0 grade point average on their report card; they will be designated as having earned a place on the Jag Honor Roll.

8.9 Academic Probation

Academic Probation is invoked when a student has 2 or more of core classes with a failing grade on the report card. It is intended to give notice to the parent and the student, so that mutual effort on the part of both the school and the home may be made to correct the academic deficiency.

8.10 Standardized Testing

All 2nd through 11th grade students are administered standardized testing each spring to determine students' academic progress.

Grade	Test
3rd - 7th grade students	IOWA Testing (Spring)
8th -10th grade students	PSAT (Spring)
10th grade students	PSAT / NMSQT - National Merit qualification test (Fall)
11th grade students	SAT (Spring)

8.11 Tutoring

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. In such a situation the student should approach the appropriate teacher and inform him/her of the difficulty so the teacher can arrange a time before, during, or after school to give occasional extra help. It is important that such help not be looked upon as a detention or form of discipline. A positive, healthy attitude must prevail. Parents should make every effort to have their student at school at the designated time. The school or teacher does not charge for this extra help, and it should not be confused with outside tutoring.

Note: The teacher to whose class a student is assigned may not tutor that student for money in that subject, unless the teacher is part of an additional special learning assistance program, specifically authorized by the school administration. Such programs are not designed to replace the occasional extra assistance that all classroom teachers typically provide to their students.

8.12 Incomplete Grades

In some extreme cases, as designated by the teacher and approved by the Principal, an Incomplete (I) will be given on a report card. At that time a make-up work schedule or "Incomplete Contract" will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

8.13 FACTS SIS (Renweb)

Students and Parents in grades 4th-12th grades can view their student's progress online "24/7." You can access this link through www.genesisprep.org. Our staff updates FACTS SIS / RenWeb weekly. Our office staff would also be glad to help you learn to access this important tool.

8.14 Movies

Movies are used as an educational tool to reinforce learning. If a teacher presents a full-length movie it will be "G" rated. In the case of showing a movie that exceeds a "G" rating, parents will be given a 48 hour notice in advance of showing the movie. If a parent chooses not to watch the movie, an alternative activity will be made available.

Section 9 – Preschool

9.1 Genesis Prep Preschool Mission

Genesis Prep Preschool is committed to reflecting the overall mission of GPA (GPA) and to provide an environment that prepares your child to transition to kindergarten. Our goal is to offer your child a Christ-centered, academically integrated, developmentally appropriate preschool experience.

9.2 Genesis Prep Preschool Program Description

- Building intentional relationships and providing opportunities to engage with children and families are important in an early childhood setting. A few ways we will get to know the values, interests, and expectations of each family is through one-on-one interviews, open houses, parent-teacher conferences, and family questionnaires.
- Young children are active hands-on learners and play allows children to learn in a way that is most effective for them. The classroom environment will be learning center based and small group focused where academic components will be integrated through children's observed interests and teacher directed activities.
- **Developmental checklists** will be given to families at the beginning of the school year, and teachers will continue to track each child's progress to provide opportunities to identify and develop each child's growth and development throughout the school year.
- **Child portfolios** will be created and given to children and families at the end of the school year. These portfolios will provide a snapshot of each child's learning and academic journey. Some components of the portfolio will be shared with you during parent teacher conferences.
- **Parent teacher conferences** are made available to families twice during the school year. These are opportunities for teachers to share with you your child's developing interests, academic, and developmental growth. Scheduled conferences will be held in November and February.

9.3 Enrollment Eligibility / Admission Process

Please see section 3.3 in the Student | Parent Handbook.

9.4 Enrollment Status / Schedule Changes

To maintain consistency within the classroom and child to adult ratios, you will need to maintain your child's schedule for the school year. If space is available, a request can be made with the Preschool Director.

9.5 Withdrawal Policy

A 30-day written and/or verbal notice of withdrawal is required, and tuition is to be paid for that 30 days.

9.6 Absences

To help us maintain our daily routine, you are encouraged to contact the Office Receptionist at 208-691-0712, Option 2 to report absences. Please notify by 8:30 a.m. if your child will be absent.

9.7 Classroom Progression

Your child will move through our classrooms based on their age, individual need, and developmental level. We have (1) Prek 3 class, (1) Prek 4 class, and (1) Prek 5 class. The purpose is to

create an environment where each class is building on the developmental skills and academic levels for each age group. This allows us to minimize the age gaps for us to measure each child's progress more effectively and helps us identify kindergarten readiness skills as children move through our classrooms.

Students enrolled in Genesis Prep Preschool are not guaranteed kindergarten placement in Genesis Prep Academy. All children intending to enroll in kindergarten at Genesis Prep Academy will complete an assessment process. Genesis Prep Preschool will partner with families, the kindergarten program, and elementary Principal, in supporting families with best placement plans.

If Genesis Prep Preschool identifies possible concerns through daily observation and/or assessments, while a child is enrolled in the preschool program, information will be shared with families through scheduled 1:1 meetings to support/enhance communication and partnership with families.

9.8 Staff

Our three classrooms are staffed with (1) full time classroom teacher and (1) classroom aide. In addition, we have (1) classroom aide that supports all three rooms in various duties, to include coverage for outside times and staff breaks. The Preschool Director and Office Receptionist are the administrative support for the program.

We are licensed through the Idaho Department of Health/Welfare and require that all staff and volunteers have a Criminal History Unit background check and be fingerprinted. Paid staff are required to have Pediatric First Aid/CPR and at least one certified staff member is always on-site. Our staff are committed to continuing education in early childhood and engage in a minimum of 20 training hours each year.

9.9 Ratios

Our goal is to provide a meaningful and intentional environment that promotes positive social interaction with peers and teachers. To allow for one-on-one interaction and small group work, our maximum child to adult ratio is:

- Prek 3's Class – staff to child ratio: 10:1 – max group size: 12
- PreK 4's Class – staff to child ratio 12:1 – max group size: 16
- PreK 5's Class – staff to child ratio 12:1 – max group size: 18

9.10 Hours of Operation

- Monday through Thursday 7:45 a.m. to 3:00 p.m.
 - In order to maintain consistent boundaries with all families, we do not allow student drop-off before 7:45 a.m. Teachers utilize the morning to set-up the classroom and attend morning meetings.
- Part time preschool hours are from 7:45 a.m. to 11:30 a.m.
- GPA staff student drop-off begins at 7:30 a.m.

Our school program begins the Tuesday after Labor Day and ends the first Thursday in June.

9.11 Pick Up and Drop Off

Drop off and pick up of your child will be at Real Life Ministries, Building 1, in Room 101: PreK 5's Classroom, Room 102: PreK 4's Classroom, or Room 103: PreK 3's Classroom. Upon arrival and departure, you will be required to sign your child in and out each day. Drop off time will be between

7:45 a.m. and 8:15 a.m. Pick up times are 11:30 a.m. for half day children and between 2:45 p.m. and 3:00 p.m. for full day children.

Please have your child at school by 8:15 a.m. in order to ensure a smooth transition into the daily routine. This will also help reduce distractions for the rest of the class.

- Please inform the Preschool staff of any alternate pickup arrangements. **Your child will not be released from care unless prior approval has been communicated and person picking up shows a valid picture ID.**
- A late pick up fee of \$1/per minute will be assessed for children picked up after 11:35 a.m. or 3:00 p.m.
- If a child continues to be picked up late, the fee will increase to \$5/per minute. This late fee will be communicated before going into effect.

9.12 School Closures

- Thanksgiving Break
- Christmas Break
- Spring Break
- Memorial Day

9.13 Parent Communication

We highly value staying connected and will use the Bloomz app as a way to keep you informed of all that takes place in your child's day. However, if you need to connect with your child's teacher directly, information on how to best arrange a time/way to connect will be given prior to the start of the school year. Equally, your child's teacher will make arrangements to connect with you about any information needing to be shared directly. We appreciate your assistance in helping us give undivided attention to the classroom throughout the day.

Drop off and pick up times will not be available to discuss specific concerns regarding your child, but please share necessary information to help us provide best care for the day. Each teacher will have scheduled times where conversations can be conducted. We understand urgent needs may arise and we will make arrangements accordingly.

We will also utilize the following:

- Phone/Email – Regular emails and/or phone calls from preschool staff will keep you informed of important classroom news and specific concerns regarding your child.
- Bloomz– A free messaging app that allows us to communicate with you about your child's day, field trips, school closures, and emergencies. Standard text messaging and data rates may apply. Our classroom blogs will be posted in Bloomz and keep you informed of other helpful information regarding daily routines, preschool work in the classroom, and school-wide events.
- Backpacks – We encourage you to check your child's backpack at the end of the week for school information and beautiful masterpieces ☺

9.14 Mandated Reporters

Idaho State Code, Section 16-1619 requires all childcare personnel to report any indication of child abuse. We are obligated by law to inform the Child Protection Offices of the Department of Health and Welfare within twenty-four hours of any conditions or circumstances which would reasonably

result in physical injury to a child. Persons who act upon reasonable cause in reporting child abuse are protected from any liability by Idaho Code, Section 16-1620.

The Preschool Director will make the phone call to CPS (Child Protection Services) for any reported cases. Confidentiality is vital, and staff will not share any specifics of a reported incident to families and/or volunteer staff. Families may be notified that a call has been made.

9.15 Confidentiality Policy

Maintaining confidentiality is vital in creating a trusting environment. Genesis Prep Preschool will not disclose any information about your child outside of our staff without your written consent. Your child's information is kept in a locked confidential file available for your review upon request as well as upon request from regulatory authorities.

9.16 Custody

We will do our best to work with you in meeting the needs of your child. If there are legal custody arrangements, a copy is needed for us to follow through with the specifics of the custody order. We cannot withhold children from a custodial parent, and all financial obligations will be the responsibility of the custodial parent who enrolled the child.

9.17 Preschool Tuition Costs

Please see current tuition schedule posted at www.GenesisPrep.org

- 10% tuition discount for Pastoral Staff
- Multiple child discounts (5% for 2 children; 15% for 3 children; 30% for 4+ children)
- A \$150 non-refundable registration fee will be due to guarantee your child's enrollment
- Please notify us immediately if any difficulty should arise, so we may work with you and make appropriate arrangements

All billing questions will be directed to the Student Accounts Coordinator at 208-691-0712.

***Families with delinquent accounts at the end of the year may not register for the following year.**

9.18 Tuition Assistance

We are an ICCP Provider through the state of Idaho. The Idaho Child Care Program (ICCP) provides assistance to low-income families paying a portion of their childcare tuition. If you would like more information regarding ICCP, please visit:

<http://healthandwelfare.idaho.gov/Children/ChildCareAssistance/tabid/292/Default.aspx>

****For additional information regarding school wide policy/procedures, please visit our website at <https://www.genesisprep.org/parents/handbook.cfm>**

9.19 Immunizations

Idaho State Law requires that we have a copy of your child's immunization record on file within 14 days of attendance. An immunization exemption form must be completed if you choose not to immunize your child for religious and/or personal beliefs. If children are not immunized from vaccine preventable diseases, they will be excluded from care in the event of an outbreak.

***Please note: Your child will not be able to attend preschool until immunization documentation is provided.**

If there is a health outbreak, information for what to look for will be posted and emailed. If a child is diagnosed with a contagious health condition, families are required to contact the Preschool Director as soon as possible for us to notify families and take the necessary steps. Confidentiality will be adhered to and we will not disclose the name of the child affected.

9.20 Sick Policy

To protect the health of all children, we ask that children are kept home when ill. Exclusion is determined based on the information in the *Caring for Our Children, National Health and Safety Performance Standards*. If your child should become sick at school, we will contact you immediately to pick up your child. If we are unable to contact you, emergency contacts will be notified. In some cases, a doctor's note may be required for your child to return to school.

Children will be excluded from care if:

- They do not feel well enough to participate comfortably in the usual activities of the day.
- Care for the child interferes with the care of other children.
- The illness puts staff and other children at risk for possible exposure and spreading of disease.

Keep your child home if they exhibit any of the following symptoms:

- Fever (temperature of 100.4 degrees or more).
- Severely ill appearance (ex. lethargy or lack of responsiveness, irritability, persistent crying, difficulty breathing, quickly spreading rash).
- Abdominal pain lasting more than 2 hours or intermittent pain with fever or other signs of illness.
- Body rash with fever or behavior change.
- Diarrhea (more frequent and/or less formed than usual) that is causing "accidents" or two stools more than typical for the child while in care.
- Mouth sores with drooling or a doctor's note informing us the child's illness is not contagious.
- If a student has vomited and/or has had diarrhea, the student should stay home for 24 hours after the last episode.

The Preschool Director will make the final decision on when to send children home, using the criteria from the *Child Care Manual* and *Caring for Our Children, National Health and Safety Performance Standards* resource.

Injury reports will be documented with the measures taken and given to families at pick up. For serious or life-threatening injuries, families will be contacted immediately and EMS if applicable.

9.21 Administering Medication / Storage

Preschool staff will administer medication only for children who have a special health diagnosis during school hours of operation. Medication will be stored outside of the classroom in a locked drawer, in our supply room, or in your child's cubby inaccessible to other children. If possible, please "time" prescribed medication so that it can be given at home.

For health and safety reasons, please do not store any medication in your child's backpack.

9.22 Steps to Quality Process

We are participating in Steps to Quality, Idaho's Quality Rating and Improvement System (QRIS) managed by the IdahoSTARS project. By participating in Steps to Quality, we demonstrate our commitment to offering high-quality early care and education.

By participating in Steps to Quality, we will support children by providing a setting where children can thrive, learn, and develop. Steps to Quality covers all areas in our program, from teaching activities to working with families and most importantly, interacting and caring for all children. As a Steps to Quality program, we receive resources such as coaching, training and scholarships to continually improve and grow.

For additional information about Steps to Quality, please ask us or read more at idahostars.org.

9.23 Observation & Assessment

Genesis Prep Preschool conducts observations in all classrooms throughout the school year. These observations are used for planning purposes, individual student assessments, behavioral modifications, improvement during transitions and classroom management.

If Genesis Prep Preschool identifies possible concerns through daily observation and/or assessments, while a child is enrolled in the preschool program, information will be shared with families through scheduled 1:1 meetings to support/enhance communication and partnership with families.

9.24 Preschool Curriculum

Genesis Prep Preschool uses BJU Press, Footsteps for Fours (FFF). To support whole child development, FFF was designed with the awareness that children learn knowledge through observation, questions, and an environment that places high emphasis on an intentional play-based model with multi-sensory experiences.

“The early experiences a child has—the things he/she sees, hears, touches, smells, and tastes; stimulate the brain, creating millions of connections. This is when foundations for learning health and behavior throughout life are laid down.” – raisingchildren.net

Our aim is to help support a strong foundation using FFF and instill a joy of lifelong learning while also integrating a strong biblical worldview for all children.

Key Highlights of the FFF Curriculum are:

- Scaffolding learning (taking children from where they are in understanding to where they need to be).
- Uses Higher Level Thinking Questions.
- Links new information with previously learned information.
- Involves a high level of teacher interaction.
- Interactive components.
- Skill repetition opportunities.
- Flexible for all types and stages of learning.
- Develops the joy of learning through both teacher-guided and independent discovery-based activities/play.
- Includes age-appropriate STEAM learning.
- Provides foundational knowledge skills in Bible, math, Social Studies, Science, handwriting, and language arts for future grades.
- Gauges learning of material with unit and quarterly assessments.
- Seamlessly integrates biblical worldview shaping directives.

GPA is currently using BJU Press curriculums in the early grades which will support a more seamless integration for those choosing to enroll their child following preschool.

9.25 Preschool Media / Usage

Media in the classroom will be used under the following circumstances:

- To briefly support or enhance a bible lesson.
- To briefly support or enhance a lesson component (science, nature, ...etc).
- As instrumental music with scenic still images.
- As age-appropriate group music/movement opportunities.
- On occasion for classroom parties with pre approval by the Director.

Video usage will be limited to no more than 30 minutes in a week. There is no limit on the usage of instrumental music. Video/Media usage will not replace teacher directed instruction time rather supplement the material or theme being taught. Video/Media usage will not be used while kids are in unstructured play opportunities, meal times, or rest time (unless it is instrumental) .

9.26 Behavior Concerns / Discipline

Our approach to discipline is to help support your child in learning appropriate ways to problem solve and manage their own behavior. Our purpose for discipline is to teach and use positive guidance strategies in the building of each child's social and emotional development. The way we will navigate through the various expressions of behavior will be through:

- Modeling Kindness & Respect
- Creating predictable routines with clear expectations
- Actively planning for guidance
- Assessing the individual needs of each child
- Monitoring the environment and how it can affect behavior
- Emotional connection and empathy building
- Setting limits
- Problem-solving

The teacher's role is to re-direct, provide guidance and solutions to appropriate responses to resolving conflict, working through a challenging situation, and/or expressing feelings and needs. We have designated areas ("take a break" and "talk it out") within the classrooms that provide opportunities for the children to practice and gain these skills.

Our behavior expectations are consistent in all classrooms and are:

- BE helpful and kind
- The teacher's job is to keep children safe
- The child's job is to keep it that way

9.27 Behavior Concerns / Continuity of Care

There may be times where the frequency or intensity of a child's behavior warrants a concern for the development of the child or the safety of others. If a child's behavior is concerning to a teacher, the following process will take place:

- The Teacher will inform the Preschool Director of the observed behavior and what strategies have been implemented.

- The Preschool Director will conduct a classroom observation and meet with the Teacher to discuss and brainstorm further strategies and adaptations to best support the child.
- Behavior tracking will be done to identify patterns and possible triggers.
- The Preschool Director and/or classroom teacher will reach out to the family to schedule a time to meet. The purpose of this meeting will be to partner with the family to discuss observed behavior, patterns, and strategies that best support the child in the home and school environment.
- A written behavioral modification plan will be implemented to include the agreed upon strategies, scheduled meeting times to assess improvements, and in some cases, resources given and outside services to be contacted for further evaluation.
- In some situations, a probationary time-period may be implemented and included in the behavioral plan as improvements are monitored and observed.

Our priority and commitment to you, our families, is to do what is in the best interest of your child and to ensure their success in our program. There may come a time when a child's behavior does not improve, and the outlined steps are no longer working. In the event, the Preschool Director and teaching team determine they are not equipped to manage certain behavioral issues, families will be notified, given a two-week notice and supported in finding a program that can best meet the child's needs.

9.28 Potty Training

To provide the best quality of care and maintain proper child to adult ratios in the classroom, we require children to be potty trained upon enrollment. If accidents are occurring consistently while at school, you will be notified and our staff will do our best to work with you and your child to meet their individual needs. If we are unable to meet your child's toilet training needs, you may be asked to take a temporary leave from care. In this case, a predetermined plan will be made to assess re-enrollment, agreed upon by you and the Preschool Director.

9.29 Meals / Special Occasions

We are unable to accommodate hot lunches and ask that all day preschoolers bring a cold lunch. We request at the beginning of the year that families provide snacks to share with the group, which is used for morning snacks. Families will be notified if additional snacks are needed throughout the school year.

For birthdays or special celebrations, food items must be **store bought**. We do not allow homemade food items due to allergies in the classrooms and licensing requirements.

9.30 Sleep Policy

Each classroom will have a rest time that is consistent with the daily schedule for at least 60 minutes. A mat is provided to each child that is sanitized after every use. Families can provide a blanket, pillow, or soft item that will help facilitate rest time. **All of these items need to fit within your child's backpack.** Children will be encouraged, but not forced to nap. Children who do not nap, will have access to a quiet activity during this time. Our PreK-5 classroom will phase out rest time during the second part of the school year in preparation for kindergarten.

9.31 Gross Motor Play

Gross motor play (movement that lets us do tasks that involve large muscles in our torso, legs, and arms) is incorporated into the daily schedule. Genesis Prep Preschool has access to the Real Life

Play Structure and/or indoor gym daily. Outdoor play is incorporated daily weather permitting.

Signed permission forms to use the indoor play structure/gym will be required annually.

9.32 What to Bring

We will provide all educational materials for your child while at school. Please keep toys at home to prevent them from breaking or getting lost. A more detailed supply list will be available in August regarding what to bring for school.

9.33 Dress Code

Genesis Prep Preschool follows the dress code established for K-12 students. Please see below for dress code requirements that apply to preschool:

- Shoes need to be closed-toe and comfortable for running and playing.
 - Please no dress shoes or shoes with heels.
- Spaghetti straps need to have a shirt underneath or a jacket to cover.
- Shorts need to be worn under dresses.

9.34 Extreme Weather Conditions

Outdoor play time is important to the development of young children and part of our daily routine. Physical activity offers additional opportunities for learning to take place. When the wind chill factor is at or below 15 degrees Fahrenheit or the heat index is at or above 90 degrees Fahrenheit, those conditions pose a health risk and preschool staff will cancel outdoor activities.

Outdoor play time is an important part of our day and children who do not have the appropriate clothing for weather conditions impacts our daily schedule. A phone call will be made requesting that the necessary clothing be provided for the days' activities and/or a note will be sent home as a friendly reminder. During the warm weather season, we ask that children wear clothes and shoes appropriate for physical activity (e.g. no open-toed shoes please and shorts under dresses).

9.35 Weather Related Closings

GPA follows the Post Falls School District in matters regarding school closure due to inclement weather. Decisions regarding closure are made daily by 6 a.m. and all local news agencies are notified. Families may access up-to-the-minute information through TV/Radio (e.g. KXLY, KHQ, KREM) and the internet. Generally, if the Post Falls School District is closed, then Genesis Prep is canceled. The Preschool Director will communicate any school cancellations through email and/or the Bloomz App.

9.36 Policy Changes

There may be unforeseen circumstances that require us to make changes to our program operations and enrollment documentation. Genesis Prep Preschool reserves the right to make any necessary changes to our policies and procedures, as the need arises.

Section 10 – Elementary

10.1 Elementary General Policies & Procedures:

10.1.1 Arrival at School

The school opens for students at 7:30 a.m. GPA will not provide supervision of students dropped off before that time. Drivers may drop off their children at the entrance of RLM2 auditorium. Students in grades K-6 go to the RLM2 auditorium.

10.1.2 Early Pickup

If you need to pick up your child before the day's end, please inform the office. We will send someone to your child's class and have them ready for you when you arrive. All students MUST be signed out prior to leaving the campus.

GPA does not provide after school care. Each student's parent/guardian is to arrive in a timely manner after school each day to pick up their child at 2:45 pm. There will not be supervision for elementary students after 3:15 pm.

Students may not stay after school unless they are involved in a school-approved activity. Students are to be picked up on campus by a parent/guardian.

10.1.3 Carlane & School Dismissal Manager

A map showing traffic flow for morning drop off and afternoon pick up of students is distributed at the beginning of each school year. Parents are asked to follow these procedures and not to make other arrangements to drop off or pick up their students elsewhere on campus.

NOTE: When parents make carpool arrangements with other families or individuals for transport of children to and from their homes for school, including giving permission for their own driving age children to drive and to transport siblings or children of other families to school, parents assume full responsibility for all such transportation and carpool arrangements. However, should a student drive in a manner inconsistent with school guidelines and safety expectations, the school may revoke the student's privilege to drive or park on campus whereby parents would need to make alternate transportation arrangements.

10.1.4 Recess Extreme Weather Conditions & Winter Clothing

Outdoor recess will be canceled when the conditions are beyond what the staff determines to be safe. These conditions may include: excessive or strongly blowing snow, extreme temperature and/or wind chill, unsafe air conditions (smoke from fires, etc.).

Genesis Prep staff will attempt to help elementary students to remember to bring appropriate winter clothing for outdoor recess/play. Should a child forget this equipment, a reminder note or phone call will be sent home from the school. It is important for parents to help your child(ren) remember proper clothing as it is crucial for students to participate in recess and outdoor play throughout the school day. We have outdoor recess all year, only having inside recess if it is unsafe.

10.1.5 Lunches

Please see section 3.17 for information regarding the lunch program

10.1.6 Lunch Deliveries

Please see section 3.11 for information regarding lunch deliveries.

10.1.7 Dress Code

Please see section 6.10.1 for information regarding Elementary Dress Code.

10.1.8 Electronic Devices and Cell phones

Please see section 6.9.1 for information regarding electronic devices & cell phones.

10.1.9 Social Media

Please see section 6.9.3 for information regarding social media.

10.1.10 Backpack search & Personal items

Please see section 6.14 for information regarding backpack search and personal items. .

10.1.11 Music & Media

Please see section 6.9.3 for information regarding music & media.

10.1.12 Teacher Requests

Please see section 3.4 for information regarding teacher requests.

10.1.13 Book care

Please see section 3.15 for information regarding book care.

10.1.14 Movies

Please see section 8.13 for information regarding the presentation of classroom movies.

10.2 Elementary Academic Life:

10.2.1 Elementary Late Assignments

Learning to be responsible is an important element of a student's total education. To help facilitate the learning of responsibility, GPA expects students to complete and turn in assignments on time. Assignments in the elementary classes that are not turned in on time may be penalized. At the beginning of the year, teachers will communicate the grade level practices for their classes.

10.2.2 Academic Grades

GPA utilizes a numerically based percentage system for letter grades per quarter, and semester. The following is the scale utilized for the reporting of these grades:

GPA ELEMENTARY GRADING SCALE			
Class	K Grading Scale	1,2,3 Grading Scale	4,5,6 Grading Scale
PE	Effort	Effort	Effort

Music	Effort	Effort	Effort
Art	Effort	Effort	Effort
STEM	Effort	Effort	Effort
Science		Effort	Letter
Social Studies		Effort	Letter
Math		Proficiency	Letter
Spelling		Proficiency	Letter
Bible	Effort	Proficiency	Letter
Language Arts		Proficiency	Letter
Phonics (K)	Effort	X	X
Reading (1-4)		Proficiency	X
Literature (5-6)	X	X	Letter

GENESIS PREP ACADEMY EFFORT GRADING SCALE		
Grade	Effort Grade	%
E	Excellent	93
E-	Excellent	90
G+	Good	87
G	Good	83
G-	Good	80
S+	Satisfactory	77
S	Satisfactory	73
S-	Satisfactory	70
N+	Needs Improvement	67
N	Needs Improvement	63
N-	Needs Improvement	60
U	Unsatisfactory	59& Below

GENESIS PREP ACADEMY LETTER GRADING SCALE		
Grade	%	
A	93	Far Exceeds minimum standards
A-	90	
B+	87	Exceeds minimum standards
B	83	
B-	80	

C+	77	Meets minimum standards
C	73	
C-	70	
D+	67	Failure to meet some of the minimum standards
D	63	
D-	60	

10.2.3 Promotion of Students

The following guidelines are used to determine promotion:

- **Kindergarten:** A student must achieve appropriate reading benchmarks, meet behavioral expectations, and obtain a positive teacher recommendation to be promoted.
- **Grades 1-6:** A student must pass reading and math to be promoted. If two or more core subjects fail, the student may not be promoted.

10.2.4 Grade Level Advancement Consideration:

Parents desiring to discuss subject specific or grade advanced placement will be based upon the following: positive teacher recommendation, STAR testing, and demonstration of mastery of key competencies identified for current grade.

10.3 Elementary Student Life:

10.3.1 Chapel Services

Chapel is part of the total philosophy and curriculum of GPA. It is a monthly opportunity for all students and faculty members to experience worship, praise, and biblical instruction. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Parents are welcome to attend chapel services.

10.3.2 Field Trips

In connection with their studies, the student may participate in field trips designed to enrich the learning experience. Parents will be notified in advance. A "Parent Permission Slip" will be sent home to be signed and should be returned by the student in a prompt manner. On occasions when we need drivers or additional supervision, we will ask for volunteers to help. All drivers must be at least 21 years of age and have a valid copy of their driver's license, proof of automotive insurance, and proof of a clear driving record on file in the office, as well as an approved volunteer application on file at the front office at least one (1) week prior to each trip. Drivers who are not parents/guardians of GPA students who desire to drive on any school-sponsored event must be approved by the administration. Forms are available in the front office.

10.3.3 Social Activities

Throughout the year, various social activities are planned by individual classes.

10.3.4 Class Parties

GPA recognizes certain holidays—Thanksgiving, Christmas, and Easter—as distinctively Christian celebrations. Class parties, particularly in elementary, may be held for these occasions. Teachers are responsible to plan and oversee classroom parties, and will utilize parents to assist them with conducting the parties. Any communications that go

out from a room parent to other school parents concerning the party must first be approved by the classroom teacher. The school's mission is to promote Christian history and culture, therefore the school promotes Christian themed decorations (nativity scenes and resurrection depictions) instead of mere commercial decorations (i.e. Santa's, Easter bunnies, ghosts, jack-o-lanterns, etc.).

10.3.5 Individual Parties

Invitations (written and/or verbal) to individual parties held outside of school may only be distributed at school or at school functions if every class member (or all one sex) is included. Parents are asked to be sensitive to the effect exclusion can have on students. Whenever possible, parents should refrain from picking up multiple students in carpools to transport to parties.

Elementary teachers may celebrate students' birthdays in the classroom in accordance with their age and grade. Due to needs of class schedules:

- Parents are allowed to coordinate with the child's teacher to plan a special snack (limited sugar) on their birthday.

10.3.6 Recess | Playground Rules

Kind Words & Kind Hands (build each other up)

Keep play equipment off buildings, trees, fences, or other humans
(Play games with integrity and honor)

Walking feet to the playground & back to class
(this helps keep a safe environment for yourself and others)

Rocks, sticks, snowballs, etc. stay on the ground
(protecting others by being the example of doing right)

Line up when the whistle blows
(be a reflection of what you would like to receive)

Sit on your pockets when on the swing & slide
(this is the safest way to play)

Play nicely and safely
(Your words and actions matter, use them with care)

Stay inside established boundaries
(boundaries are to protect you from harm because you are worthy of protecting)

Note: This list is not all-inclusive; the supervising adult(s) may deem it necessary to enforce additional rules when safety is threatened

Section 11 - Secondary

11.1 Secondary General Policies & Procedures

11.1.1 Arrival at School

The school opens for students at 7:30 a.m. GPA will not provide supervision of students dropped off before that time.

11.1.2 Tardies (Secondary Students)

Please see 3.7.6.2.

11.1.3 Student Vehicles

Vehicles parked on campus are subject to regular or random health, welfare and safety inspections at the full and unfettered discretion of the administration.

- If a driver declines to unlock the vehicle for inspection, the vehicle may be ordered removed from campus, impounded, towed and/or law enforcement may be contacted at administration's discretion. If the driver is a student, the student's parents will be called and the student will be placed in In-School Detention until the parent arrives. Upon parent's arrival, if the vehicle is still not unlocked and presented for inspection when the parent is present, the student will be placed on Out-of-School Suspension pending a decision on whether or not to dismiss the student from enrollment.
- If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken.

Students must observe the appropriate speed limit and must park only in their assigned student parking area. Students who fail to follow these rules may, at the discretion of the administration, lose the privilege of driving on campus for a temporary or permanent duration of time. Upon arrival at the school in the morning, students are expected to immediately enter the building. Students are permitted to go to their vehicles during the course of the school day with administrative approval.

11.2 Secondary Student Life

11.2.1 Chapel

Chapel is part of the total philosophy and curriculum of GPA. It is a monthly opportunity for all students and faculty members to experience worship, praise, and biblical life application. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Speakers are typically local pastors, youth pastors, faculty members, or other Christian speakers. Parents are welcome to attend chapel services.

11.3 Middle School Academic Life

11.3.1 Middle School requirements & typical course offerings - Middle School

Department	Grade 7	Grade 8
Bible	MS Bible	MS Bible

Literature & Writing	7th Literature & 7th Writing	8th English
Math	7th Math	8th Math
Science	7th Science	8th Science
Social Studies	MS History	MS History
Technology (Elective)	MS Computer Science	MS Computer Science
Fine Arts (Elective)	MS Art MS Music	MS Art MS Music
Physical Education (Elective)	MS PE	MS PE

11.3.2 Algebra Readiness & Proficiency Requirement

Research shows that Algebra is the language of mathematics and sciences, thus it is vitally important that all students master its logical structure. Mastery of Algebra I concepts are considered crucial for success on the SAT (Scholastic Assessment Test) and in subsequent higher level math, sciences and computer courses.

Algebra I Readiness Requirement.

All students desiring to take Algebra I during the 8th grade year must meet or exceed the following requirements:

- Demonstrate mastery of key math competencies identified for 7th Grade Math.
- Recommended by 7th grade teachers for Algebra I in grade 8 based on:
 - Grade of 95 or higher in 7th Grade Math.
 - Demonstrate maturity and study habits necessary for work load required by Algebra I. This is a high school course and will be taught as such and HS credit will be awarded upon successful completion.

11.3.3 Failure of a Required Course – Middle School

11.3.4.1 Middle School

Middle school students in grades 7 & 8 who fail two or more core classes (English, Math, Science, Bible or History) per semester will be permitted to move to the next grade with the successful completion of summer work.

- Students who fail two or more core classes during the fall semester will be placed on academic probation for the spring semester.
- Students in the 8th grade who fail two courses must receive approval from the administration before applying for 9th grade.
- A student may be permitted to repeat the grade he/she has failed pending space availability.
- A student who has failed primarily because of disruptive behaviors or negative attitudes may not be permitted to return to GPA.

11.4 High School Academic Life

11.4.1 High School Course Requirements

- All classes are offered based on sufficient enrollment, teacher availability, and consideration of circumstances which may warrant change.
- Students will be advised to take courses that commensurate with their ability, interests, and future plans for post-secondary schooling. Students considering courses that earn college credit should thoroughly investigate how each course will transfer to the colleges they plan to attend. Printing up a degree plan for their intended major is highly recommended.
- No core classes (Bible, English, Math, Science, Social Studies) may be completed at any outside location without administrative approval.

11.4.2 School Course Offerings - High School

Dept.	Grade 9	Grade 10	Grade 11	Grade 12
Bible	HS Bible	HS Bible	HS Bible	HS Bible
English	English I	English II	English III American Literature	English IV British Literature
Math	Algebra I	Geometry	Applied Math Algebra II	Personal Finance Pre-Calc.
Science	Physical Science	Biology	Horticulture Sports Science Chemistry	
Social Studies	Geography	World History	US History	Government
GPA Required courses	Health Keyboarding		Career Prep Speech	Personal Finance Economics
Second Language	Spanish I ASL	Spanish II ASL II		
Technology (Elective)	Possible electives for technology include but are not limited to: STEM, Robotics, Computer Science			
Fine Arts (Elective)	Possible electives for fine arts include but are not limited to: Art, music,			
Physical Education (Elective)	Possible electives for physical education include but are not limited to: Personal fitness, Athletic conditioning, Lifetime sports			

11.4.3 Advanced Level Courses

11.32.1 Advanced-Level Courses

Advanced-level courses provide students an opportunity to challenge themselves and explore academic rigor within content areas. When considering enrollment in all advanced-level courses, it is recommended that students have a cumulative GPA of 3.7 or higher in courses previously taken in the same field. Teacher recommendation will be considered as part of application.

Advanced-level course grades may be weighted depending on administrative approval. The actual course grade earned is listed on a student's report card and transcript. If the course is a dual credit course, credits will be placed on the student's college transcript as well.

11.4.3.2 AP Courses

Advanced Placement (AP) courses require more in-depth study and time than regular high school courses. College credit can be earned at certain colleges with a passing score on the AP exam given by the College Board in May. The College Board determines the fee and the date of the exam. Qualifying students allowed to take the AP exam must fulfill university-specific testing requirements to receive college credit.

11.4.3.3 Dual Credit Courses

Dual credit courses are those in which students may be allowed to take the course for dual credit while simultaneously being enrolled in college level courses. A student choosing to enroll as a dual credit student will be required to register with a local area college as well as Lakeland High school. This process is facilitated by the Director of Student Services.

11.4.3.4 Dropping/Adding Classes

- After the semester begins, schedule changes will be made during the first three weeks with approval of the Director of Student Services or the Administration. Exceptions are made in extreme cases. After this period, changes cannot be made except by special exception granted by administration for exigent or other extreme circumstances.
- A student requesting a schedule change should obtain a drop/add form from the Director of Student Services. The Director of Student Services and student will fill out the form, including the advisor's recommendation.
- The student will then obtain signatures from the teachers involved in the change, as well as from his/her parents. The completed form should be submitted to the Director of Student Services, and then to the Administration for final approval. No schedule change is official until the student receives an updated schedule from the Director of Student Services. .

11.4.4 Failure of a Required Course

In the case of failure of a required course, the course must be retaken.

- A failing grade is 59% and below for any one semester.
- High school students who fail three or more classes during a semester will not be permitted to return to GPA. Students who fail one or two classes during a semester may be permitted to return provided they have successfully retaken courses they have failed.
- Students can make up a failed course through GPA approved summer or online programs.
- All students must receive approval from administration before enrolling in make-up courses. If a student repeats a semester of a course due to failure, the highest grade will be reflected on the transcript and calculated into the GPA.
- The student must gain approval from the GPA administration for any credit recovery program.
- It is the student's responsibility to complete the make-up class and have the final grade forwarded to the registrar at GPA by August 1, prior to the new school year.

Credit will only be given for a class with a passing grade.

- If the credit recovery class is not completed by August 1, the student will not be permitted to return for the next school year. No student will be permitted to enter the next academic year unless all failed coursework from the previous year in core classes has been successfully made up. Any senior who fails a required course may not be permitted to participate in graduation ceremonies.

11.4.5 Academic Grade & Grade Point Calculation

- High school semester grading is the following:
- 80% First Semester grades +20% Final exam averaged together.

Letter Grade	%	Standard Unweighted	Approved Advanced Credit Weighted
A	93	4.0	5.0
A-	90	3.7	4.7
B+	87	3.3	4.3
B	83	3.0	4.0
B-	80	2.7	3.7
C+	77	2.3	3.3
C	73	2.0	3.0
C-	70	1.7	2.7
D+	67	1.3	2.3
D	63	1.0	2.0
D-	60	.7	1.7

11.4.6 Grade Point Average (GPA)

The registrar will compute the numerical average of each student at the end of each semester. Parents and students are responsible for verifying the accuracy of the student's transcript once a year. Transcripts will reflect a grade for each class completed each semester for grades 9-12.

11.4.7 Requesting Transcripts

Please see policy 3.6.8 regarding requesting transcripts.

11.4.8 Academic Recognition

See policy 8.8 for information regarding Academic Recognition.

11.4.9 Transfer Student Policies

- Non Accredited coursework must be reviewed and approved by the Director of Student Services and GPA administration before it can be accepted as a credit for a GPA transcript and/or as one of the core requirements for graduation. This review may include, but is not limited to providing the adequate textbook as well

as course description from the institution the student is transferring.

- GPA graduation requirements may be deemed fulfilled for transfer students by previous coursework based upon review and approval by the Director of Student Services and GPA administration.
- Coursework successfully completed in grades 9-12 will be accepted for high school credit with proof of completion.
 - Algebra I courses taken before 9th grade will be added to the high school transcript. Grades reflected will be noted as pass/fail. Credit will be earned; however, Algebra I, and Geometry are required for graduation.
 - HS Spanish I classes taken before 9th grade will be added to the high school transcript. Grades reflected will be noted as pass/fail.
 - Summer and original credit courses may only be taken for credit recovery. They may not be taken for original credit unless approved by GPA Administration.
- Students transferring into GPA during the school year are responsible for all prior information taught at GPA for the semester in which they enrolled and will take the semester exam.

11.4.10 Academic Probation

Please see section 8.9 regarding Academic Probation.

11.4.11 Secondary Standardized Testing | College Entrance Exams

Grade levels 7-11 participate in standardized testing. Parents will be notified of the testing schedule.

- IOWA Testing administered to 7th graders
- PSAT 8/9 administered to 8th graders and freshmen in the spring
- PSAT 10 administered to sophomores in the spring
- PSAT/NMSQT administered to juniors in the fall – qualifies students for National Merit Scholarship consideration
- SAT will be administered to juniors in the spring on campus

11.4.12 Semester Exams

- Semester exams are cumulative and administered the last week of each semester.
- Semester exam days are half days.
- Late students are not permitted to enter a final exam. Students are only allowed on campus during exam hours if taking a scheduled exam.
- Students transferring into GPA during the school year are responsible for all prior information taught at GPA for the semester in which they enrolled and will take the semester exam.
- Final exams are only given to high school students for each high school class he or she is taking. During the last week of the semester, students will have an alternative schedule to accommodate a two hour final exam.
- Final Exams will be given each semester and will count as 20% of the student's semester grade.

11.4.13 Valedictorian and Salutatorian

A selection committee shall be formed by administration, Board of Directors, and high school teachers to determine the valedictorian and salutatorian. Primary criteria shall be the following:

Student must attend GPA for a minimum of 2 years.

- Grade point average in classes
- Attitude
- Number of full credit classes taken
- To be considered for the valedictorian and salutatorian, the student must not have been on any type of disciplinary probation during his/her senior year and must have attended GPA four full consecutive semesters, including the entire senior year.
- If there is a tie among students for the rank of either valedictorian or salutatorian, the following steps will be taken to break this tie:
 - The number of honors credits earned by each student will be calculated. If this first step does not break the tie, then the student's GPA will be calculated to the number of decimal places needed to break the tie.

11.4.14 Co-curricular Eligibility

- Please refer to section 7.3 for co-curricular eligibility requirements.

11.5 Secondary Late Assignments

Students are expected to have all assignments turned in at the class time on the date due.

- Students will receive no more than 75% for an assignment that is not turned in on time.
- If a student turns an assignment in two days late, he/she will receive no more than 50% for the assignment.
- More than two days late will result in a grade of zero.

11.6 Graduation Requirements (High School – Grades 9 – 12)

Genesis Prep Academy Graduation Requirements	
Language Arts* (English – 8 credits)	8 credits English I (2), English II (2), English III (2), English IV (2)
Mathematics*	5 credits Including Algebra 1 and Geometry standards. Personal Finance is required during a student's senior year. (Students who have completed six (6) credits of math prior to the fall of their last year of high school including at least two (2) semesters of an Advanced placement or dual credit calculus or high level course, are exempt from taking math during their last year of high school.)
Social Studies* (Geography, World History, US History, Economics, and American Government)	9 credits Geography (2), World History (2), US History (2), Government (2), Economics (1)
Humanities*	2 credits

(Interdisciplinary Humanities, Fine Arts or Foreign Language)	
Science* (Science – 6 credits) (Health – 1 credit)	7 credits Physical Science (2), Biology (2), Chemistry or alternative science (2), Health (1)
Bible*	Bible class for every semester attending Genesis Prep
Additional Requirements	3 credits Speech (1), Online Classes (2)
Senior Project	Required to include an oral presentation and written report by the end of Grade 12
College Entrance Exam	Take either the ACT, SAT, COMPASS, or ACCUPLACER by the end of 11 th grade

Freshman		Sophomore	
1st Semester	2nd Semester	1st Semester	2nd Semester
English I (A)	English I (B)	English II (A)	English II (B)
Physical Science (A)	Physical Science (B)	Biology (A)	Biology (B)
Algebra I (A)	Algebra I (B)	Geometry (A)	Geometry (B)
Bible (A)	Bible (B)	Bible (A)	Bible (B)
Geography (A)	Geography (B)	World History (A)	World History (B)
Keyboarding	Health	Elective	Elective
Elective	Elective	Elective	Elective
Junior		Senior	
1st Semester	2nd Semester	1st Semester	2nd Semester
English III (A)	English III (B)	English IV (A)	English IV (B)
Bible (A)	Bible (B)	Bible (A)	Bible (B)
Algebra II (A) or Applied Math (A)	Algebra II (B) or Applied Math (B)	Personal Finance	Economics
US History (A)	US History (B)	Government (A)	Government (B)
Chemistry (A)	Chemistry (B)	Elective	Elective
Elective or Foreign Language 2	Elective or Foreign Language 2	Elective	Elective

Elective	Elective		Elective	Elective
----------	----------	--	----------	----------

11.7 Lockers

The following are rules concerning the use of lockers for secondary school students:

- A locker request form must be filled out, turned in and approved before obtaining a locker.
- Lockers are the property of GPA and are subject to regular or random inspection without prior notice.
- Lockers will be made secure with a combination lock provided by the student.
- Lockers are to be kept neat and clean.
- Writing on the outside or defacing it (including the use of stickers or tape) in any other form is not permitted.
- No food or drinks may be stored in lockers overnight.
- Items not permitted in the classroom are not permitted in lockers. The only exception is for cell phones, and they must be turned off.
 - Students may use only their designated locker.
 - Items are not to be stored on the top of lockers.
 - Lockers are only for the use of secondary school students.
 - GPA is not responsible for items left in lockers.

Violation of these rules may result in the loss of locker usage.

11.8 Hall Passes

All students shall be in an assigned classroom and under supervision at all times during the school day. Students who are moving through the halls at any time of the day without direct supervision of teachers will be required to have a written hall pass from a teacher. Teachers are instructed to issue a minimum of hall passes and to be very strict with this policy. Any student found in the hallways without an authorized pass will be subject to disciplinary action.

11.9 High School Lunch Passes

GPA has a closed campus for Kindergarten through 10th grade. Juniors and Seniors, with a signed Off-Campus Lunch Form on file with the office will be allowed to leave campus for lunch. In order to maintain Off-Campus Lunch Privileges, students must comply with the following expectations:

1. Parents and the student must sign the application and it must be on file with the office.
2. Students with off-campus lunch privileges will return to school for the remainder of the school day. Note: If a student becomes ill while off campus, a parent/guardian must call the office to properly check the student out. Failure to check out properly will be treated as an unexcused absence.
3. Students must maintain a good conduct record (no detentions/Friday School). Students who receive behavioral detention will lose off-campus lunch privilege for one week. Students who receive Friday School will lose off-campus lunch privilege for one month.
4. Students with off-campus lunch privileges will return to class on time. Excessive tardies will result in a suspended lunch pass. Lunch is from 10:50am – 11:20am
5. Students with off-campus lunch privileges and their parents/guardians are responsible for where students go for lunch and for transportation.
6. Students with off-campus lunch privileges may not purchase food to be brought to other GPA students.

7. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.
8. Students with off-campus lunch privileges must remain in good academic standing in order to maintain off-campus lunch privileges. Any student who has a "D" or below in any class will have his/her lunch pass suspended. The privilege will be reinstated when all grades are 70 and above.
9. Students agree to comply with all applicable traffic and safety laws while off campus for lunch (seat belt, speeding, etc.), RLM parking lot included.

11.11 Lunch Deliveries

Please see section 3.11 for information regarding lunch deliveries.

11.12 Music | Media

Please refer to section 6.9.3 regarding Music | Media.

11.13 Backpacks & Personal Items

Please refer to section 6.14 regarding Backpack & personal item searches.

11.14 Electronic Devices & Cell Phones

Please refer to section 6.9.1 regarding information on Personal electronic devices and cell phones.

Section 12 - Involvement Opportunities

12.1 Volunteers – Parent Teacher Fellowship

Each year there are opportunities to volunteer to help the school. The Parent Teacher Fellowship (PTF) offers individuals and families the opportunity to serve in a constructive and positive way.

In August, GPA has back to school events. These events are designed to inform and enable potential volunteers to find their special place within the family of volunteers. Volunteer forms are distributed to give everyone an opportunity to sign up to make a difference in one or more of the many areas of need.

12.2 Volunteer Application, Code of Conduct, and Background Check

Genesis Prep Academy values the contribution of all members of the school community in volunteering their time and effort. To assist the school in providing a safe and positive educational climate for all students, the following forms must be completed before volunteer service begins:

- Volunteer application
- Signed Doctrinal statement
- Volunteer code of conduct
- Background check
- (Drivers) Driver Authorization

12.3 Other Parent Volunteers

PTF and teachers will select a homeroom parent to act as a main contact and coordinator of activities and volunteer opportunities for the year. Some of the needs of the class may include individuals to assist with communications, make phone calls, assist with fundraisers, provide classroom assistance, coordinate drivers/chaperones for field trips/competitions, plan parties/special events, etc.

12.4 Recording Volunteer Hours – Front Office

The Front Office will have a way of recording volunteer hours on and off campus. Please see the front office or the website for details. Please see 3.45.5 for additional volunteer information.

12.5 Field Trip Chaperones

Please refer to section 10.3.2 for additional information regarding field trip chaperones.

12.6 Giving Opportunities

Financial contributions beyond tuition make a meaningful difference for our students, faculty and staff. GPA offers a variety of giving opportunities throughout the year to promote the development of our staff and faculty, school programs and the enhancement of our facilities. GPA is a non-profit 501(c)(3) organization, and donations are tax-deductible as allowed by law. Details of giving opportunities are communicated to friends and families of GPA throughout the year.

12.7 Visitor Security – Sign in & Out

All visitors must sign in and out at the front office and obtain a visitor's tag. This tag must be worn the entire time they are on campus. A visitor is defined as anyone who is not a student or

employee. All employees, substitutes, visitors, and volunteers must wear name tags while on campus.

12.8 Promotion & Fundraising Guidelines

Anyone using the GPA name, logo, images, or resources to solicit funds, in-kind donations, or raise money from the sale of a product and follow GPA branding guidelines. Please contact the Development Director if you have any questions.

12.8.1 Fundraising Ideas

Before you begin to communicate about or conduct a solicitation or fundraiser, the Director of Development should be contacted for pre-approval. In addition, all community contacts must be coordinated with the Director of Development. We want to be sure that we are not contacting the same businesses/individuals several times with multiple requests.

12.8.2 Fundraising Supervision

All fundraising events must have a staff member present. Students must be monitored by a designated adult at all events.

12.8.3 Door to Door Sales

GPA does not encourage door-to-door sales without adult supervision.

12.8.4 Student Behavior during Fundraisers

- Courtesy and good manners are important and expected at all times when conducting fundraisers and soliciting ads and/or donations from the community.
- Students are not allowed to stand in heavy traffic areas while advertising for fundraisers.
- Modest and appropriate dress is required – on and off campus. Dress code guidelines apply.
- Guidelines set forth in the Parent/Student Handbook are to be followed at all times.

12.8.5 Purchasing Guidelines

As we strive to be good stewards of the money God has given us and as we work within a budget, the following procedures need to be followed for reimbursement of supplies needed:

- BEFORE PURCHASING, get approval, including school-wide supplies, classroom needs, parties, etc. If approved a check will be written for the payment of your request.
- We will not be able to reimburse for expenditures made prior to receiving approval.

12.8.6 Flyers Distribution

All flyers associated with any fundraising event must be approved by the Director of Development. Please allow two weeks for any possible changes and final approval.



Appendix A - GPA Lifestyle Statement

Genesis Preparatory Academy (GPA) is a religious, non-profit organization representing Jesus Christ throughout the local community. Genesis Prep requires its employees| volunteers to be born-again Christians, living their lives as Christian role models, which includes but is not limited to being actively involved in a body of believers (Rom. 10:9-10; I Tim. 4:12; Luke 6:40, Heb. 10:24-25).

Employees | volunteers will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee and volunteer is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The GPA Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). Genesis Prep believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Genesis Prep employees / volunteers will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of G.P.A. that each employee / volunteer will have a lifestyle where "...He (Jesus) might have the preeminence." Col. 1:18.

Declaration of Moral Integrity

I understand that our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee / volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I will not engage in inappropriate sexual conduct. Such conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (*e.g.*, premarital sex, cohabitation, extramarital sex), homosexual sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Employee | Volunteer Signature: _____ Date: _____



Appendix B - GPA Doctrinal Statement

GPA Vision & Mission

- **Vision:** *We exist to partner with parents and the local church in the educating, discipling and faith raising of the students entrusted to our care.*
- **Mission:** *We will provide a God-centered, discipleship driven, creative education that prepares students for life.*

Preamble:

Jesus said that the world would know that we are His because we love one another and because we are one (*John 13:35; John 17:21-22*). Genesis Prep Academy is a non-denominational Christian school serving people with many different church backgrounds, but we are a family. Founded on a Biblical worldview, Genesis Prep Academy strives to be unified on those facets of doctrine deemed to be essentials for salvation. Additionally, while permitting differing stances on doctrine that are deemed not essential for salvation, for the sake of unity, Genesis Prep Academy's stance on these doctrines are included as well. We believe these statements of faith to be an accurate summary of what Scripture teaches. All members shall refrain from advocating doctrines not included in the statement of faith, in such a way as to cause dissension and/or division.

Therefore, we believe the following doctrines are essential for salvation:

GPA Doctrinal Statement: GOD

We believe God is self-existent, and by nature He is eternal, all-knowing, all-powerful, and everywhere. God exists in three persons: the Father, the Son, and Holy Spirit. The Godhead is in agreement with the role of each; Creator, Redeemer and Sanctifier. We believe these three are co-equal and are one God.

Supportive Scripture: Genesis 1:1, 26-27; 3:22; Deuteronomy 6:4; Job 38, 39, & 40; Psalm 90:2, 139:1-4, 7-10; Isaiah 40:13-17, 45:18; Matthew 19:26, 28:19; 2 Corinthians 13:14; 1 Peter 1:2.

GPA Doctrinal Statement: FATHER

We believe that God the Father is God and holds all the attributes of God while exercising a unique role in the Godhead. He is the father of Jesus Christ, by the power of the Holy Spirit, and yet still one with both as God. God adopts believers in Jesus Christ into a relationship with Him as their Father.

As Father, God actively prunes and disciplines believers so they may grow in character, wisdom, and knowledge of Him and bear the fruit of Christlikeness.

Supportive Scripture: John 15:1-4; Deuteronomy 32:6; Isaiah 9:6, 63:16; John 20:17; Romans 8:14-17; Galatians 4:6.

GPA Doctrinal Statement: JESUS

We believe Jesus Christ is God. He is coequal with the Father and Holy Spirit. Jesus participated in the creation of all things and became man, born of a virgin by the power of the Holy Spirit. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He was raised from the dead, after three days, victorious over the power of sin and death. He ascended to heaven and is seated at the right hand of the Father. He will return with his church, to judge the living and the dead and to make all things new.

Supportive Scripture: Isaiah 9:6; Matthew 1:22-23; John 1:1-5; 8:58; 14:10-30; Acts 1:9-11; Romans 1:3-4; I Corinthians 15:3-4; Colossians 1:15-23; I Timothy 6:14-15; Titus 2:13; Hebrews 4:14-15; Revelation 1:8.

GPA Doctrinal Statement: HOLY SPIRIT

We believe the Holy Spirit is God and is coequal with the Father and the Son as God. He is present in the world to make all people aware of their sin and their need for Jesus Christ. He dwells in every Christian from the moment of salvation. He gives gifts to believers providing them with power to grow in Christlikeness, to understand spiritual truth, and to serve the mission of the church.

Supportive Scripture: Genesis 1:1-2; Psalm 51:10-12; John 14:16-17, 16:7-13, 17; Acts 1:8; Romans 5:5; I Corinthians 2:12; 3:16; 2 Corinthians 3:17; Galatians 5:25; Ephesians 1:13, 5:18; 2 Peter 1:19-21.

GPA Doctrinal Statement: SALVATION

We believe that all have sinned. We believe that the wages of sin is death and eternal separation from God. Salvation is a free gift of God. Jesus Christ's death and his resurrection is the only sufficient payment for our sins. It's only by grace through faith that one can receive this free gift. Eternal life begins the moment one receives Jesus Christ as Lord of their life. This is evidenced by repentance, confession and a life submitted to Christ.

Supportive Scripture: John 1:12, 14:6; Romans 5:1, 6:23; Galatians 3:26; Ephesians 2:8-9; Titus 3:5, Romans 10:9-13.

We believe the following doctrines are essential for unity:

GPA Doctrinal Statement: BIBLE

We believe the Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. Because it is inspired by God, the Bible is infallible, inerrant, and absolute truth. It is the supreme source of truth for Christian beliefs and living.

Supportive Scripture: Psalms 12:6, 119:105, 160; Proverbs 30:5; 2 Timothy 1:13, 3:16; 2 Peter 1:20-21.

GPA Doctrinal Statement: MANKIND

We believe people are made in the image of God, *'male and female he created them,'* to be in relationship with Him, to become like Him in character and to bring him glory. Yet, *'all have sinned'*

and fall short of the glory of God'. Sin separates people from God, affecting all areas of life, resulting in suffering and hopelessness apart from Jesus Christ.

Supportive Scripture: Genesis 1:27; Genesis 3; Psalms 8:3-6; Isaiah 53:6; Isaiah 59:1-2; Romans 3:23.

GPA Doctrinal Statement: ETERNITY

We believe people were created to live forever. People will either exist eternally separated from God by sin, or exist eternally with God through forgiveness and salvation. To be eternally separated from God is eternal death in Hell. To be eternally in union with Him is eternal life in Heaven. We believe that Heaven and Hell are real places of eternal existence.

Supportive Scripture: John 3:16, 14:17; Romans 6:23; Romans 6:23, 8:17-18; 1 Corinthians 2:7-9; Revelation 20:15.

GPA Doctrinal Statement: THE CHURCH

We believe the church is the body and bride of Christ and also serves as the household of faith. It is a living temple where God dwells in each of His people. We believe that everyone that has been saved by Christ is a member of His church. We believe that His church exists throughout the world, and is witnessed and experienced in local autonomous gatherings of believers. *We believe that every believer is to be an active part of a local congregation of believers.*

Supportive Scripture: Ephesians. 4:16; Romans 12:4-5; Ephesians 5:24-32; Galatians. 6:10; 1 Peter 2:4-5; 1 Corinthians 3:16; Acts 14:23; Matthew 16:16-18; Acts 2:42-47; Romans 12:5; 1 Corinthians 12:12-27; Ephesians 1:20-23; 4:3-10; Colossians 3:14-15.

GPA Doctrinal Statement: MARRIAGE, GENDER & SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25, Matthew 19:4-6). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no sexual activity, of any kind, be engaged in outside of marriage.

We believe that neither the federal government, the state, nor the church, nor any other individual possess the authority or jurisdiction to set or alter Scripture's definition of marriage. Therefore, unions or partnerships that do not conform to the Biblical definition of marriage are not acknowledged by Genesis Prep Academy as marriage.

We acknowledge that there are some individuals that do not have a physical attraction towards the opposite sex, or who do not wish to marry. We believe these brothers and sisters are

wholeheartedly supported and encouraged to remain voluntarily celibate as delineated in Scripture. (Matthew 19:10-12, 1 Corinthians 7:1-8, 32-38, Isaiah 56:3-5)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10). Therefore, known or suspected habitual and unrepentant practice of these sexual sins will be reason for denial of membership and/or a revocation of membership and/or employment at Genesis Prep Academy, together with the benefits that accrue therefrom.

We believe that in order to preserve the function and integrity of Genesis Prep Academy as non-denominational Christian school, and to provide a Biblical role model to Genesis Prep Academy members, staff, students/families and the community, it is imperative that all persons employed by Genesis Prep Academy in any capacity, or who serve as volunteers, agree to and abide by Genesis Prep Academy's Doctrinal Statement on Marriage, Gender, and Sexuality (*Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22*).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (*Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11*).

We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Genesis Prep Academy.

Supportive Scripture: *Genesis 1:26-27; Genesis 2:18-25; 1 Corinthians 6:18, 7:2-5; Hebrews 13:4; Matthew 15:18-20, 1 Corinthians 6:9-10; Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22; Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11; Mark 12:28-31; Luke 6:31.*

GPA Doctrinal Statement: SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God, in His image. We believe human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Therefore, we believe that we are called to defend, protect, and value all human life.

Supportive Scripture: *Genesis 1:26-28; Psalm 139.*

The Statement of Faith (Doctrinal Statement) above does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. For purposes of Genesis Preparatory Academy's doctrines, practices, policies and discipline our Board of Directors is the final interpretive authority on the Bible's meaning and application.

This Statement of Faith (Doctrinal Statement) may be amended at any regular monthly meeting of the Board of Directors of Genesis Preparatory Academy, provided any such amendments are

proposed to all voting Board Members at least 30 days prior to the meeting and approved by 2/3 of the voting members of the Board.

GPA Employee |Volunteer Declaration

I have read the above statement of faith and understand that our school community is built upon these major doctrinal areas of Christian faith. I have a personal faith founded upon all of these biblical beliefs and agree that I will represent them, in word and deed, as God’s truth to each member of our school community. I also agree that if my personal convictions change regarding their truthfulness, I will notify the school board immediately. I acknowledge that my continuing employment with the school is dependent on my embracing as truth these non-negotiable statements of belief.

Employee|Volunteer Signature: _____ Date: _____

Appendix C - GPA Application for Volunteer Service



GENESIS PREP ACADEMY Application for Volunteer Service

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with Godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. We appreciate your desire to volunteer your services to our school. Since we value our students highly and seek their protection and safety, we ask volunteers who might have unsupervised access to them to go through an application and screening process to serve in our school. We are seeking volunteers who are qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

Applicant's Name and Address

Last Name _____ First Name _____ Middle Initial _____

Street address: _____
City State Zip

Phone: Days (____) _____ Cell (____) _____

Preferred email address: _____

Volunteer Position Desired - Application Date ____/____/____

Volunteer position or service(s) applying for

Full Time Part Time Temporary Summer Available when?

Genesis Prep Academy Statement of Faith

As a Christian organization, we require all of our volunteers to be practicing Christians. Please carefully read the school's statement of faith which is attached.

Do you agree with the statement of faith? Yes No If not, please explain on the back.

Please share your personal testimony or experience about God:

Name & location of local church you attend:

_____ Are you a member? Yes No

With what regularity have you attended during the past twelve months?

Why do you wish to volunteer here?

If you become a volunteer at Genesis Prep, you are joining a ministry that has high expectations of all its volunteers and employees. All of our people who work with children are in ministry and must demonstrate the life of Christ in their everyday lives to our students, their parents, and fellow people part of the school community. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40).

Personal References

List the names of three people who you are not related to and who have a definite knowledge of your qualifications and character. Please include your current Pastor.

Name & complete address	Phone	Position or relationship to you

Additional Helpful Information

- Office Help
- Custodial
- Technology Assistance
- Lunch Assistance
- Recess Assistance
- Preschool Assistance
- Cook
- Administrative

Special Skills

- word processing: _____ wpm
- Desktop Publishing
- Technology Assistance
- Spreadsheets
- Proofreading
- First Aid Certification
- CPR certification
- Other: _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Volunteer Disclosure Statement

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed

sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.) Yes No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to volunteerism. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? Yes No If yes, please attach a statement of explanation.

Volunteer Applicant's Statement

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for volunteer work with the school, and that the facts set forth in this volunteer application process are true and complete to the best of my knowledge. I understand that falsification of any statement or significant omission of fact on the application, supporting documents or interviews may prevent me from being used as a volunteer or, if currently serving in a volunteer position, may subject me to immediate dismissal regardless of when or how it was discovered.

I authorize Genesis Prep Academy to thoroughly interview the primary references that I have listed, and any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my suitability for the volunteer position.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a background check. I authorize the school to conduct a criminal records check. I understand and agree that any offer of volunteer work that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse to offer volunteer work or terminate conditional volunteer work if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I agree that my volunteer assignment and duties are to be made at the discretion of school leadership. I agree to maintain a learning environment that is conducive to learning. This includes maintaining a professional appearance. I agree to observe appropriate confidentiality in matters regarding students, parents, and personnel.

Volunteer signature: _____ Date: _____



Appendix D - GPA Volunteer Code of Conduct

Genesis Prep Academy values the contribution of all members of the school community in volunteering their time and effort. To assist the school in providing a safe and positive educational climate for all students, we request volunteers comply with the following guidelines:

1. I will sign in at the office immediately upon arrival and wear a visitor identification badge.
2. I will faithfully discharge my volunteer duties effectively and in strict accordance with the rules and regulations established by Genesis Prep Academy.
3. I will make a strong and positive contribution to the school, its students, and their parents.
4. I commit to handle all interpersonal relationship issues according to the scriptural mandate found in Matthew 18.
5. I will follow both in letter and spirit the operational policies and procedures of the Board of Directors, the Administration, and my immediate administrative supervisors.
6. I will speak positively about the school, students, teachers, and staff to others as well as on social media.
7. I will maintain appropriate confidentiality with all important school matters, including information about students, parents, GPA employees, and the general operation of the school.
8. I understand that my duties as a volunteer require my full attention, and I agree not to have any other children under my care or supervision while I am volunteering.
9. I agree not to transport students without being approved by Genesis Prep Academy. I will complete the Driver Information/Vehicle Insurance verification form if transporting students.
10. I agree to never be alone with individual students.
11. I understand volunteers may not discipline students. I will make the teacher aware of any discipline problems that might arise and leave any disciplinary action up to the teacher.
12. I understand I may never dismiss a student from school. Students leaving early must receive permission from the office and be signed out before leaving.
13. I will be prompt and reliable. If I am unable to volunteer, I will inform the teacher or staff member as far in advance as possible.
14. I will maintain a clear Christian testimony in all school and community settings so that the name of Christ, the reputation of the school, students and families, and my name will not come into disrepute.
15. I will adhere to appropriate grooming and dress standards, understanding that modesty is the overriding principle and adhere to the Genesis Prep dress code while volunteering.
16. I acknowledge while on the Genesis Prep Academy premises and while conducting school related activities off campus, I will not possess, distribute, sell or be under the influence of alcohol or drugs.
17. The determination of who may volunteer is made solely at the discretion of Genesis Prep Academy administration.

Violation of any of these provisions of the Code of Conduct for GPA Volunteers will jeopardize my volunteer relationship with the school and may result in significantly altering any future volunteer opportunities.

I have read, understand, and fully agree to abide by the provision of this Code of Conduct for GPA.

Volunteer signature: _____ Date: _____

Appendix D - GPA Athletics and Activities Code of Conduct

Commitment

Athletes and parents must understand they are making a commitment to the Lord, their teammates, and their coach when participating in the athletic and activities program. This commitment carries with it the expectation of attendance at all games, practices, and meetings unless excused by either illness or the coach's permission in advance. Participation on teams outside of school should be considered secondary and therefore should have secondary priority when there is a conflict, unless prior arrangements can be agreed upon between the athlete and the coach. This commitment extends to getting proper nutrition and rest, and even to sacrificing personal activities in order to keep up with schoolwork.

Once selected to a team, the athlete and his or her parent/guardian have committed themselves to supporting the school and team through the completion of the sport season. Each athlete has a responsibility to him or herself and the team to finish the season unless, in consultation with the coach, early release from the team is advisable.

GPA belongs to the Idaho High School Activities Association (IHSAA). GPA upholds all of the standards of the IHSAA and in certain circumstances may have more restrictive rules.

Participation Requirements:

1. All paperwork filled out and on file with the athletic office prior to any (practice or game) participation. To be eligible to practice or play a GPA student-athlete must complete registration, copy of current insurance coverage, have a current physical on file, and have paid their sports fee.
2. A minimum number of practices must be completed.
3. Maintain a minimum grade above 70% in all classes.
4. Maintain your commitment to your team (See Above)
5. Signed GPA Athletic and Activities Code of Conduct.

Rules & Code of Conduct Policies

Attendance at school, practice, and games

- Students must attend classes regularly, strive for academic excellence, and set positive examples in the school and community with his / her personal conduct.
- Students must attend school the entire day to participate in any co-curricular competitions, practices and performances scheduled for that day unless special permission is granted in advance by the Athletic Director.
- Students must be in school and remain for the entire day on Thursday to participate in any co-curricular competitions, practices and performance over the weekend. Exceptions can be made for medical & dental circumstances or pre-approved absences and must be approved by the Athletic Director.
- Student-athletes must be enrolled in 5 credits the semester they are participating in the activity.

Conduct unbecoming of a GPA Athlete

Student-athletes will not display behavior on or off the playing field which is considered insubordinate or inappropriate to standards of conduct, attitude or sportsmanship.

- Conform with the instructions, guidelines and training rules established by the coach or advisor with reference to but not limited to the practice schedule, equipment use, physical conditioning and practice activities.
- No use of profanity or obscene language.
- No inappropriate use of social media
- Maintain standards of dress set by the school, coach, or advisor.
- Not be involved in the willful destruction or theft of school or personal property.
- Not be involved in any unlawful activity.
- Any student-athlete that is suspended from school is in violation of the GPA Athletic and Activities Code.

Maintain standards of scholastic eligibility established by IHSAA & GPA

- A student-athlete not passing five full credit academic classes each semester will be ineligible to participate in contests the following semester (IHSAA Policy)
- Student-athletes shall abide by the GPA academic standards and requirements.

Do not use or possess Tobacco / Alcohol / Vaping / Drugs in any form

- Athletes will refrain from the use or possession of tobacco, vape, alcohol, and the illegal use or possession of drugs including steroids or be knowingly present while such activity is taking place.
- Use or possession of tobacco/ e-cigarette products is prohibited under this code even when the student reaches their 18th birthday.

Athletic Misconduct

Involvement in the Genesis Prep Academy activities and athletics program is a privilege, not a right. The conduct rules listed below are a 365 policy that apply to all student-athletes at GPA. Violations of the GPA Athletic and Activities Code of Conduct are cumulative for grades 7-8 and 9-12.

Procedures: The investigation of incidents, disciplinary actions and procedural due process shall be the primary responsibility of the Athletic Director and administration.

Determination of Misconduct:

- Student/athletes determined to be in violation of the Genesis Prep Academy Athletic Code and his/her parents shall be notified by the Athletic Director or Administration of the specific violation as well as the consequences.
- If the student-athlete and/or parents do not agree with the decision of the Athletic Director and/or Administration, they may appeal to the Principal within three (3) business days of the decision. The disciplinary action will remain in effect while the Principal studies the appeal.
- Following violations, the student shall be eligible for the reinstatement only after the terms of his/her suspension have been fulfilled and a reentry meeting with the Athletic Director has occurred. The Athletic Director, Administration, and Principal shall have the final authority as to the student's reinstatement of eligibility.

Disciplinary Actions:

- *% of season will be determined by multiplying the number of regular season contests by % and rounding to the nearest whole number. Carry Over Language - if the % is not fulfilled during the present sports season, it will carry over to the next sports season that the athlete completes in good standing.
- ** Student-Athletes are expected to practice, but are unable to travel to away games or dress for home games.

Definitions Pertaining to illegal substances:

- **Actual Possession:** The act of having a substance in one's custody or control. Actual possession occurs when the item is in physical custody of the person charged with possession.
- **Discovery by investigation:** The process by which an administrator, coach, or advisor initiates an investigation and discovers student involvement in an activity.
- **Discovery by Self Report:** Participants who self-report must do so within 2 school days after the event.
- **Knowingly Present:** for the purposes of this policy "knowingly present" shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees were illegally using or in possession of drug paraphernalia, controlled substances, drugs, alcohol or tobacco and the student knew, or reasonably should have known, that such use or possession would occur.

Violations Concerning Behavior Alcohol Tobacco Illegal Drugs			
Prohibited Conduct	First Offense	Second Offense	Third Offense
Flagrant/Volatile one time event or a Pattern of unsportsmanlike conduct. Taunting, physical or verbal abuse, inappropriate gestures, public foul or abusive language, negative or inappropriate social media posts.	Reviewed case by case by Athletic Director and Administration. 1-2 game suspension or removal from team	*Suspended for the season	*Suspended for 1 calendar year
Actual Possession/Use of: Alcohol/illegal drugs or marijuana, tobacco, E-cigs, vaping products or any other illegal drugs including steroids.	<u>Investigative:</u> 25% of season* (Able to practice, but unable to dress for competitions or travel to away competitions) <u>Self Report:</u> 15% of season* (Able to practice, but unable to dress for competitions or travel to away competitions)	<u>Investigative:</u> Dismissal from 100% of season* <u>Self Report:</u> Possible reduction with certain criteria met, (ie substance abuse counseling)	<u>Investigative:</u> 1 calendar year* Loss of letter, awards, or records earned
Knowingly Present of: Illegal use of alcohol, illegal drugs, marijuana, tobacco, e-cigs, and vaping products	<u>Investigative:</u> 15% of season* <u>Self Report:</u> 0% of season without usage	<u>Investigative:</u> 30% of season* <u>Self Report:</u> 15% of season without usage*	<u>Investigative:</u> 100% of season* <u>Self-Report:</u> 30% of season without usage*
Illegal Acts: Including hazing of conduct unrepresentative of GPA	Reviewed case by case by Athletic Director / Administration		

I have read and agree to comply with the Genesis Prep Academy Athletic & Activities Code.

Student-athlete signature _____ Date: _____

Parent's signature: _____ Date: _____

STATEMENT OF UNDERSTANDING AND AGREEMENT

- I understand that once signed, the GPA Athletic and Activities Code of Conduct will be in effect for 365 days as long as I am a student and involved in athletics and activities at Genesis Prep Academy.
- I understand that violations are cumulative for grades 7-8 and 9-12.
- I understand that if I falsify any signature on required forms, I will lose eligibility for that activity.

Student-athlete signature _____ Date: _____

Parent's signature: _____ Date: _____