

# GENESIS

INNOVATION ACADEMY

## *Family and Scholar Handbook*

**2021 - 2022**

*All policies contained herein are subject to change at the discretion of Genesis Innovation Academy. Families will be informed of changes when and if they occur*



Dear Parents and Scholars:

We are honored that you have chosen to enroll your child at Genesis Innovation Academy (Genesis); the best school in the state of Georgia! We invite all family members to work with us as we continue to build a legacy of excellence that will make history by changing the expectations that the world has for young men and women in urban public schools.

Genesis is committed to transcending traditional methods of education in favor of a relevant and innovative program and curriculum design that will prepare our graduates to compete with the world's most talented scholars.

The success of our scholars will require them to be proactively committed to excellence; it will also require all the other stakeholders (family members, teachers, staff, and the community) to act as responsible stewards and overseers of the growth and development process. All of us must become, and remain, involved in the process of challenging our young scholars to fulfill their potential and achieve a level of distinction, in and out of the classroom, that will position them for long term success.

The purpose of the Family Handbook is to communicate the basic policies that we expect all members of Genesis to follow to ensure a safe, healthy, and productive learning environment every day. Please review the policies together as a family and keep it handy so that you may refer to it when necessary.

Together, we will work to ensure that every scholar at Genesis reaches their full potential.

With Kindest Regards,

The Genesis Innovation Academy Team

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# INTRODUCTION

## HISTORY

Genesis Innovation Academy was conceived to address the overwhelmingly disappointing statistics which show that urban students continue to languish behind other populations in terms of school performance. When those students become adults, the school-based underperformance contributes to a cycle of lower college attendance and college graduation rates, higher unemployment and underemployment, and a host of life outcomes that are simply unacceptable to concerned citizens of all races, religions, and political affiliations, and must be reversed. The intense focus on test score improvement has not changed the outcomes in urban communities.

The team at Genesis realized something had to be done. Genesis was formed as a school of Innovation to engage scholars in a way that would get them excited about learning. An Innovation focus creates an expectation that scholars will apply what they learn, combine it with the passion and gifts that they already possess, and make or create something that is as unique, special, and amazing as they are. The goal is to prepare our scholars to be successful in the increasingly complex and demanding world of the 21<sup>st</sup> century in which computers do the simple, regular, and routine, but rewards the creative, innovative, independent thinker – which is exactly what a Genesis scholar will become!

## MISSION

To create the next generation of path-breaking innovators, who maximize their talents and assets, pursue their unique vision, purpose and passion; and lead by serving with uncompromising discipline and integrity

The 21<sup>st</sup> century world is an increasingly dynamic place in which the routine is being automated and outsourced while visionaries are creating value and being rewarded. The focus on creating innovative servant-leaders is therefore vital because it requires scholars to develop the higher order thinking skills we routinely covet. But it also provides an important context for scholars from underserved communities – create something novel that the world finds useful and valuable -- but do it the right way!

## VISION

To partner with parents to help raise scholars to be all they were called to be: great men and women of character, persistence, and intellect who create a legacy of prosperity for their communities by:

- *developing strong minds, bodies, and souls*
- *faithfully stewarding healthy families*
- *demanding fair and equitable policies*
- *building successful, socially responsible organizations*
- *conscientiously generating and leaving wealth for the next generation*

## EXPECTATIONS

### ***What We Expect of our Scholars***

Each Genesis Academy scholar is expected to follow the effort and conduct expectations contained in the Scholar Commitment Contract in Appendix A.

### ***What We Expect of Our Families***

Each Genesis Academy family is expected to follow the Parent Commitment Contract which lays out expectations for the family's role in supporting scholar success. See Parent Contract in Appendix B.

### ***What We Expect of Our Faculty and Staff***

Each member of the Genesis Academy faculty and staff is expected to sign an Employment Contract, the Employee Handbook signature page (acknowledging receipt and agreement) and a separate Code of Conduct policy which lays out the expectations for supporting the school's mission and the success of each scholar. Specific expectations for all Genesis staff are included in both the Scholar and Parent Commitment Contracts. A copy of the Employee Handbook can be requested from Genesis.

Each teacher, scholar, and at least one parent/guardian is expected to be aware of their roles and responsibilities and commit to the collaborative effort of educating our scholars. Together we will hold one another accountable for providing our scholars with the best possible environment for sustaining academic excellence.

Note: For the remainder of the document, the term "parent" refers to parents and guardians.

## **DAILY OPERATIONS**

### ***Early Morning Drop Off***

Early morning drop-off will be available to parents who must drop their children off prior to the regular opening time. Services may be provided by a vendor partner. The expected start time for Morning Care is 6:30 a.m. Parents will be expected to register in advance for Morning Care (an additional fee may be charged for "drop-in" services). The weekly fee will be posted prior to the beginning of school each year. Fees will not be reduced for scholars who arrive close to normal drop off hours.

The service will only remain available if there is enough demand and participation. Genesis is not responsible for scholars whose parents do not sign them in, and for whatever reason do not make it to morning care. Scholars are expected to remain with the supervising adult in the designated area. Scholars who leave the designated area without permission, will be considered truant.

### ***Doors Open/Regular Drop Off***

Scholars may arrive as early as **7:15 a.m.** (unless they enroll in early morning care). Genesis is not responsible for scholars who are left on premises before 7:15 a.m. who are not enrolled in morning care. Scholars who arrive prior to 7:45 a.m. will be required to report to the cafeteria (or designated area(s)) and remain there until instructed otherwise. Scholars who arrive at 7:45 a.m. or later, should report directly to their homeroom (unless instructed otherwise). Parents are expected to drop-off their scholar(s) in the car lane (unless the scholar is tardy – see Tardy Drop Off). Genesis staff will be in the car lane to escort scholars to their designated area, if needed. **Parents will not be able to escort scholars to class without prior approval, office check-in, and staff supervision.**

### ***Breakfast***

Breakfast service begins at 7:15 a.m. in the cafeteria. If scholars want to eat breakfast at school, they must arrive prior to the breakfast serving line closing at **7:45 a.m.** All scholars will be dismissed from the cafeteria at 7:45 a.m. and directed to proceed to their homeroom (or other designated area).

## ***Classroom Doors Open***

Teachers will open their classroom doors for scholar entry at 7:45 a.m. Parents are not allowed to use this time to escort their scholar to class or to meet with the teacher without prior approval, office check-in, and staff supervision.

## ***School Day***

School begins promptly at **8:00 a.m.** Scholars should arrive no later than **7:55 a.m.** to make it to class, morning assembly or other scheduled activity on time. Scholars are tardy at **8:01 a.m.**

## ***Tardy Drop Off***

***Families arriving after 8:00 am must accompany their scholar to the main office*** to sign them in. The sign-in process is used to verify that the adult dropping the scholar off and Genesis are aware of the arrival time. After sign-in, the scholar will receive a tardy pass for admission to class. Scholars will not be admitted to class without a tardy pass. The tardy pass lets the teacher know that the sign-in protocol has been followed. Parents will not be able to escort scholars to class without prior approval, office check-in, and staff supervision.

## ***Dismissal and Pick Up***

The school day is scheduled to end at:

- Lower School (grades K-4) 3:00 p.m.
- Upper School (grades 5-8) 4:00 p.m.

Pick-up Procedures/Car-Line – Genesis has limited parking and driveway space. It is therefore imperative that parents and Genesis staff work together to make the dismissal process as efficient as possible. Genesis will assign each scholar a car-lane number (siblings' numbers will be linked to the same family). Car-line attendants use the car-line number to alert teachers to release a scholar whose ride is present in the car line. Parents should make sure that the car-line number is displayed on the pick-up car's dashboard.

Note: Parents (or designee) who walk to the school for pick-up, should still have their car line number with them and provide it to the car-line attendants.

Early Dismissal – Genesis expects parents to inform their scholar's homeroom teacher a day in advance the early dismissal date (no later than 9:00 am the day of early dismissal). If an emergency makes it impossible to inform teachers in advance, parents must call the front office to request early dismissal. Each Early Dismissal request should include the expected time of pick-up and the reason for dismissal. Scholars will be sent to the office at the appointed time. Parents must come to the office to sign-their scholar(s) out early.

Parents who arrive for early dismissal pick-up while Genesis staff/volunteers are manning the regular dismissal process should inform one of the car line attendants. The attendant will verify the assigned car-line number and request that the scholar be sent outside. If the car driver does not have/know the scholar's car line number, or if the early dismissal request was not sent in advance, the adult picking up the scholar will have to enter the main office to sign the scholar out.

**Note: To minimize disruptions, parents should not expect Genesis to process walk-in early dismissals after 2:15.** Parents should keep in mind that the end of the day is extremely busy for staff and unexpected dismissal requests are difficult to process effectively. Needing to pick up your scholar for convenience (e.g., to beat traffic, or because you were in the neighborhood) is not considered an emergency.

Sibling Care – Lower School scholars dismissed at 3:00 p.m. can wait for older siblings to be picked up at 4:00 p.m. Parents must sign-up for Sibling Care service with their scholar’s teacher. See Sibling Care (below)

Late Fees - If your scholar is not picked up by 30 minutes after dismissal, and your scholar is not enrolled in sibling care or an after-school program, your scholar will be sent to the late-care pickup area (cafeteria) which is operated by our third-party entity. You will be subject to a \$1 per minute charge beginning at 31 minutes after dismissal to max out at \$20. After a family has three occurrences of being more than 1 hour late, Genesis will require that family to enroll in the vendor provided after-school program, which operates until 6 p.m. (see below).

### **SCHOOL DAY SCHEDULE: OVERVIEW**

#### **SCHEDULED EVENTTIME**

Doors Open	7:15 a.m.
School Day Begins	8:00 a.m.
School Dismissal	3:00 p.m. (Grades K-4)
	4:00 p.m. (Grades 5-8)

### **After School Programs**

If scholars are unable to be picked up after school by the required time, they must be enrolled in an After-care program; scholars cannot otherwise be in the building or on campus after-school (they must be a participant/enrolled in an actual program). they have the following options:

After-School Program - It is recommended that families enroll their scholars in an after-school program (at Genesis or another location) if they believe they will have difficulty picking their scholar(s) up in a timely fashion. Genesis contracts with external vendors to provide services Monday-Friday, from 3:00 p.m. to 6:00 p.m. Costs of services are determined by the vendor. Information will be made available on the school website and in the main office.

Sibling-Care – This service is only for Lower School scholars with siblings enrolled in Upper School at Genesis. Parents who wish to pick up their Lower School scholar after their Upper School scholar is dismissed can enroll the Lower School scholar in Sibling Care with their homeroom teacher. It is important to note that this service is not a right that can be demanded by parents; it is a privilege provided because of the graciousness of Genesis teachers. Note: Lower School scholars who participate in an after-school enrichment program that begins after 4:00 dismissal, may be enrolled in sibling care for the days that program meets.

Extracurricular and Enrichment Programs – (See below)

Afterschool Behavior Expectations - If a scholar does not follow behavioral expectations while enrolled in an afterschool program on the Genesis campus, that scholar will be removed from that program/activity for a period of time (up to the remainder of the year). Parents would then be responsible for picking up

their scholar in accordance with regular dismissal procedures, enrolling their scholar in an alternate afterschool program, or paying any late fees associated with late pick-up, as per protocols described in this Handbook.

Late Pick-Up - Vendors and/or staff are contracted/volunteer to manage after care for a fixed time. It is unfair to expect staff or vendors to stay beyond the time allotted for after care/extracurricular activities. As a result, Genesis reserves the right to charge parents \$1 per minute beginning 5 minutes after the scheduled pick-up time of the Genesis sponsored program or activity. Note: Contracted vendors may charge their own fees for supervising late pick-up of scholars.

In addition, Genesis is not allowed to leave any scholar unattended. Therefore, if your scholar is not picked up within 30 minutes of dismissal/end-time of the program or activity, Genesis reserves the right to call local or state authorities.

**Genesis Staff are not allowed to transport any scholar without an accompanying staff member and prior approval of a parent or guardian, except in cases of emergency.**

### ***Extra-Curricular Activities***

Genesis Scholars will offer extra-curricular activities based on demand and availability of services that scholars can choose from that occur on various days throughout the school year. Those offerings may vary year to year.

Genesis teachers, staff, community partners, or contracted vendors may offer extra-curricular enrichment or sports programs that occur after school. Enrichment program offerings are based on demand and availability of vendors and/or volunteers, and therefore offerings vary from year to year and are not guaranteed. In addition, the days programs and activities are offered will vary. Please inquire with Administration or Coaches, and/or consult the Genesis website for continuing updates.

Extra-curricular programs are offered on a schedule that will vary. Therefore, these programs should not be used as a source of consistent after-school care for parents who are unable to pick up their scholars at dismissal. Parents who need daily or regularly scheduled after-care should enroll their scholar(s) in an appropriate after-care program (see above).

Costs for extra-curriculars will be determined based upon the program offerings. All scholars enrolled in after-school are expected to check-in with the after-school care providers within 10 minutes of dismissal.

Start and end times will vary by activity. There will be a 15-minute grace period for parent pick-up after practices or meetings end. The same \$1 a minute fee that applies to other after school activities will apply for sports and extra-curricular programs as well.

Note: Genesis does not provide snacks for sports and club activities after-school.

### ***Saturday School***

Saturday School may be scheduled periodically to offer scholars an opportunity to take classes or workshops in non-traditional subject areas, to assist scholars who require additional academic assistance, or to address behavior that is not in compliance with Genesis guidelines. Saturday School classes will typically be held between the hours of 9:00 a.m. – 12 p.m. (families will be informed if alternate times are scheduled).

***All scholars who are required to attend Saturday School will be notified in advance.***

## ATTENDANCE

To maintain an orderly learning environment, each scholar is expected to be present and on time for school, and for each class, every day. At Genesis, each tardy and absence will be recorded for internal tracking and state reporting.

The section on ATTENDANCE focuses on policy related to a family's responsibility to ensure their scholar's arrival to, and attendance at, school. Concerns related to class attendance and tardiness that are the sole responsibility of the scholar will be covered in the Code of Conduct section of this document.

### *Tardiness*

A scholar is considered tardy to school if they are not in place or logged into the appropriate session for the activity that begins the morning (assembly, class, etc.) by 8:01 a.m.

Note: Faculty and Staff will mark a scholar tardy for school if they are not in place at the designated area (homeroom, assembly, etc.) by 8:00 a.m.

If a scholar arrives after 11:30 a.m. they will be considered absent rather than tardy for the day.

### *Excessive Tardiness*

If a scholar's record reflects excessive tardiness (3 occurrences) to school, a letter/note will be sent to parents indicating a concern regarding tardiness. An additional three (3) occurrences of tardiness (for a total of 6) will initiate a second letter/note about tardiness. Once a scholar reaches nine (9) occurrences of tardiness, the family will be referred to the school counselor/social worker to develop a plan for on-time arrival. If the issue persists until the scholar reaches 15 instances of tardiness, the parents will be referred to local truancy enforcement officials.

*Note: A scholar that accumulates 10 occurrences of tardiness cannot be recognized for perfect attendance*

### *Excused Absences*

If a scholar is absent, (s)he is expected to bring or email a signed note from her/his parent/guardian upon her/his return to school. The signed note must contain the date or time of absence and the reason for the absence. Approval of excused absences is made by School Administration (families may be required to fill out an "Absence Approval" form for a scholar's file). If a scholar misses a day(s) due to illness, medical appointments, court appointments, funerals, or religious holy days it is typically approved as an excused absence. If a child is absent for 3 or more consecutive days, or more than 5 days over the course of the year, additional documentation (a doctor's note, a funeral notice, court documentation, etc.) will need to be submitted.

Note: Parent/family emergencies (e.g., a death in the family that requires long-term travel out of town, losing a home) are not considered a reasonable excuse for a scholar to be out of school for an extended period. The family is expected to plan to ensure their scholar's attendance at school should such emergencies arise. Genesis staff is available to assist with making such arrangements.

## ***Excessive Absences (Truancy)***

Georgia law requires that after any scholar accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of said child shall be in violation of O.C.G.A. § 20-2-690.1(b) and the child will be considered truant. The law also places notice requirements on Georgia school systems.

Therefore, Genesis will enact the following policy:

**After 3 unexcused absences:** To avoid violation of truancy regulations, Genesis will contact a parent/guardian after a scholar accumulates 3 unexcused absences. A referral will also be made to the school counselor/social worker.

**After 5 unexcused absences:** Parent will be contacted regarding truant attendance. If a parent/guardian does not respond after two reasonable attempts at notification, Genesis will send a certified letter to the parent/guardian requesting a return receipt. In addition, a referral shall be made to truancy officers/personnel.

When administrative actions taken to correct truancy have proven ineffective, the school may file proceedings in court and furnish evidence for the conviction of parents/legal guardian and/or child for non-compliance with state attendance laws.

Parents should know and understand that separate and apart from Genesis policies regarding truancy, Georgia truancy law states:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part, after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence for a child, shall constitute a separate offense.

## ***Early Dismissal and Late Arrivals, Appointments or Family Emergencies***

Early dismissal disrupts instruction and is discouraged; however, we will consider appointments or unforeseen family emergencies.

In the event a scholar has a scheduled medical or other appointment, it is recommended that the appointment occur as late in the day as possible to allow the scholar the opportunity to maximize classroom instruction time.

If a scholar will be arriving late to school due to an appointment, the scholar will still be considered tardy for record-keeping purposes.

Absence from class due to early dismissals or late arrivals will be recorded as **unexcused absences** by faculty members until proper notification and documentation are reviewed and approved by Genesis staff.

Note: A scholar must be in school for at least half the school day to be considered “present”. Scholars checked out prior to 11:30 am or that arrive after 11:30 am will be marked absent for the day.

## ***Inclement Weather / School Closings***

Parents/Guardians should tune in to the local radio or television stations for information on school closing updates. In addition, Genesis will make every effort to keep parents/guardians informed on the school's website.

In case of inclement weather, families should follow the school closing announcements for Atlanta Public Schools (APS). If Genesis deviates from APS' plans, staff will notify parents and the media.

If inclement weather makes travel conditions hazardous and unsafe, but APS does not close, it is at the discretion of the parent/guardian to transport their scholar to school. Under these conditions, this will be counted as an excused absence without penalty.

An extra day to make up for absences due to inclement weather may be added to the semester. In the event weather conditions worsen throughout the day, parents may, at their discretion, pick up their scholar early.

## ***GENESIS SCHOOL YEAR CALENDAR 2021-2022***

Please visit [www.genesisinnovationacademy.org](http://www.genesisinnovationacademy.org) for the most up to date yearly calendar.

## ***RE-ENROLLMENT/WITHDRAWAL***

### **Enrollment Eligibility**

#### **Residency**

All families who reside in the state of Georgia are eligible to attend Genesis.

#### **Behavioral/Conduct Record**

- Expulsion – A student who is not eligible to return to the last school attended (public or private), or is currently serving out an expulsion, is **not eligible** to enroll in Genesis.
- Tribunal – Students in the “Tribunal” process at another school or school district **are not eligible** to enroll at Genesis. The entire “Tribunal” process must be completed (including serving out the duration of any suspension or expulsion) before a student would be considered for enrollment.
- Genesis Level 3 Violation – A scholar may serve out their expulsion (or consequence recommended by a tribunal or disciplinary committee), but still be **ineligible to attend** Genesis if the action committed at the prior school is deemed to be cause for permanent expulsion according to the Genesis Handbook.

### **Letter of Intent**

All families interested in returning to Genesis for the following school year must submit a Letter of Intent to Genesis front office by close of business on the designated date (parents will be informed of the deadline when Letter of Intent forms are made available). Only those families who return the forms by the deadline will be added to the Enrollment List for the following school year. Parents who indicate they are not returning should submit a signed withdrawal form (see below). Forms will be made available each January. Information on how to access the forms will be e-mailed to parents at the address provided and

will be available on the Genesis website. It is a parent's responsibility to make sure that they access the Letter of Intent form when it becomes available in January.

## Re-Enrollment Forms

All families who indicate they are returning to Genesis by submitting a Letter of Intent must also submit "Re-enrollment Packet" documents by close of business on the designated date. Parents will be informed of the deadline when Re-enrollment documents are made available (in addition, when parents sign the "Letter of Intent" log book, they will be acknowledging their understanding of the requirement to turn in re-enrollment forms by the due date). Note: The State of Georgia requires several documents to be on file at a charter school before a scholar can formally enroll in, and attend, that school. To ensure that Genesis has full enrollment, families who have not submitted re-enrollment documents by the designated date will be unenrolled (removed from the Genesis enrollment file), placed on the waiting list, and their "seats" will be offered to scholars at the top of the Admissions Wait List.

## Sibling Enrollment

Genesis gives preference to siblings of already enrolled scholars. However, parents must still fill out an application by the deadline, and note that the applying scholar is a sibling, to guarantee the sibling's admission to Genesis. If the application is turned in after the deadline, the sibling will be placed on the waiting list. Parents should indicate on the Letter of Intent form that they also intend to enroll a sibling of a current scholar.

## Withdrawal from Genesis

Families not returning to Genesis must formally fill out the Genesis Withdrawal Form to have scholar records transferred to the new school. (Alternatively, parents can have the new school forward a Records Request form to the Genesis Records Clerk). Genesis will prepare withdrawal packets for the following families:

1. Families who indicate at any time that their scholar is not returning to Genesis
2. Families who indicate they are not returning to Genesis on the Letter of Intent – Families will be expected to return a signed withdrawal form with the Letter of Intent.
3. Families who do not turn in a Letter of Intent by the designated deadline – Parents will receive an email indicating that their scholar has been removed from the Genesis enrollment list and a Withdrawal packet has been prepared and is awaiting signature. If parents do not respond to the email, a certified letter will be sent to the address on file indicating the enrollment status of their scholar.
4. Families who do not turn in Re-enrollment documents by the designated deadline - The process will be identical to what is outlined in item #3 above.
5. Families of scholars who unexpectedly do not show up for the first two weeks of school

### **When Can You Withdraw Your Child?**

Families can withdraw their scholar at any time. Families should complete an official Withdrawal Request Form. Genesis Innovation Academy requires up to 72 hours to complete the withdrawal packet from the time you make the request. Upon the request, the family must return all school-provided books, technology, uniforms and/or any other school-provided supplies or equipment. Failure to return school property may delay the process. Also, all fees, including late fees and lunch fees, are to be paid to process the withdrawal.

### **What if We Move During the Summer?**

If your move is during the summer months, please complete an official Withdrawal Request Form. You may drop off, mail, e-mail or fax your request to Genesis. School staff will notify you when your records are available for pick-up, or you can request to have your records mailed to you or the school your scholar

will be attending in the Fall. Genesis Innovation Academy needs to know the name of the school, and if outside Georgia, the name of the state your scholar will be attending.

### **When is the Best Time to Withdraw Your Scholar?**

The end of a quarter marking period is GOOD, the end of a semester is BETTER; however, the end of the school year or during the summer is BEST. Dates for the quarter marking periods and semester breaks can be found in the academic calendar. We recommend you call your new school prior to withdrawing your scholar. Transferring mid-year can be difficult for a scholar and our primary concern is the scholar does not experience a gap in learning. Please check with the receiving school in advance.

### **Who Can Withdraw a Scholar?**

Generally, the enrolling custodial parent or a legally court appointed guardian can withdraw a scholar. Be prepared to present picture ID and in some instances, a certified copy of a court order. Verification will be made to ensure you are on the scholar's personal information sheet. The person who is the emergency contact can only withdraw a scholar if they are the custodial parent or legal court appointed guardian.

### **What Will Genesis Innovation Academy Need Once You Withdraw?**

Your new school should send a records request within ten (10) days of withdrawal unless you are homeschooling your child.

### **Things That Can Assist to Ensure a Smooth Transition**

- Tell us when your child will be leaving as early as possible.
- Tell us where you are going and the name of your child's new school and address.
- Call to discuss withdrawal procedures with the appropriate school personnel at your child's school.

### **What Are Transfer Grades?**

These are grades submitted by each teacher indicating grades the scholar has earned up to the time he/she left a class. Grades as of withdrawal are listed on the Genesis withdrawal form and the last progress report is included in the official student records file. The new school will need these grades to give the teachers some guidance as to how the scholar is performing in that class. The receiving school is not obligated to use the scholar's grades as of withdrawal unless the scholar transfers after the end of the year.

### **What About Any Absences Accumulated?**

Absences your scholar has accumulated through the current semester will carry over to the new school.

### **What Will the New School Need?**

To enroll a scholar, a new school will want an official record of a scholar's grades and current academic status, current immunization records, most recent test scores, and a copy of the scholar's birth certificate. The receiving school will need the scholar's permanent record files from the sending school. The sending school is obligated to send the scholar's records within ten (10) business days of receiving a records request form from the new school.

### **What if You Choose to Homeschool?**

Please note that Genesis Innovation Academy does not provide or endorse any home school courses or services. Information regarding state requirements for curriculum or additional information about home school can be found at Georgia Department of Education – Home School web page.

**Note 1:** If the new school is not known, Genesis will hold scholar records until the family verifies the school the scholar will be attending.

**Note 2:** It is expected that all outstanding fees be paid before Genesis releases scholar records to parents.

## SERVICES

### *Transportation*

Bus transportation is not guaranteed for Genesis Academy scholars. Availability of bus transportation may vary from year to year. Parents should inquire with the business manager or review the Genesis website for confirmation of services.

If the Academy does offer transportation services, it will do so through a contract with a service provider. If bus transportation is offered, a bus schedule will be made available at the main office and will be posted to the Genesis website; changes to the schedule will be communicated to parents via electronic means (website, e-mail, etc.).

If bus transportation is offered and scholar families avail themselves of the service, scholar behavior must be acceptable if they are to continue to access those services. (See Code of Conduct for details). Scholars would also be required to sign a “Bus Contract” to verify their understanding of bus rules and regulations if they are to access the services.

Transportation options through car services may be provided on a temporary basis for scholars who are displaced from a permanent residence, or who have temporary need for transportation due to unforeseen or emergency circumstances. Any parent who requires such services should reach out to either the Parent Liaison or the Health & Wellness Coordinator.

## *NUTRITION*

### **Breakfast Program**

Breakfast will be served daily from 7:15 a.m. - 7:45a.m. Pricing for reduced and full priced meals will be made available to parents via the website and in the main office. The Genesis school breakfast program will operate in the same manner as the National School Lunch Program. Genesis will only offer meals in compliance with USDA health requirements.

### **Lunch Program**

Genesis will participate in the National School Lunch Program. To ensure that we are following Federal guidelines, all families will be expected to fill out a Federal free/reduced price lunch application at the beginning of the school year. Families who qualify will receive a free/reduced priced lunch. Reduced prices will be made known via additional communication to parents. Families who do not qualify for free/reduced price meals may choose to either purchase school lunch or have their scholar bring their lunch from home. The cost of full-priced meals will be communicated to parents when finalized each year.

### **Snacks**

Genesis will not participate in the federally assisted Afterschool Snack Program this year. Parents may send their scholars with a snack if they wish. Should parents decide to send a snack with their scholars, the snack should meet the guidelines set forth by Genesis Innovation Academy as it relates to the Genesis Nutritional Policy and scholars should be aware that the snacks must be consumed at the appropriate time as deemed by the Genesis staff.

## Special Requests

### Microwave Use

Scholars who bring meals from home should bring foods that can be eaten cold; the Academy does not provide microwave ovens for scholar use.

### Food Allergies / Dietary Restrictions

**DUE TO THE SEVERITY OF SOME NUT ALLERGIES, GENESIS IS A NUT-FREE CAMPUS.** Families of scholars who suffer from food allergies, or require a special diet, **MUST** fill out Genesis health forms. The forms can be requested from the Nutrition manager. The Nutrition Vendor (SLA) will provide menus in advance which can be accessed on the Genesis website.

### Fast Food and Other Food from Outside Vendors

Parents are of course welcome to pack a breakfast, lunch, or snack for their scholar(s). If parents send their scholar(s) with food from outside vendors (e.g., a fast-food restaurant) the food should be packed in a lunch box or unmarked bag, not in the container/bag with the vendor's logo. Parents who need to drop off food for their scholar during the day must deliver it to the main office.

### Birthday Parties/Special Lunches

Genesis will allow one birthday celebration each month. Parents who wish to celebrate their scholar's birthday should coordinate with the homeroom teacher in advance to coordinate planning efforts and notify classroom parents. Parents should be mindful of the Genesis nutritional policy as well as the dietary restrictions of scholars in the classroom.

Requirements and Expectations:

- Food items provided must be enough so each scholar in the classroom has equal amounts (suggested foods include baked – not processed - cupcakes, already cut sheet cake, any snack deemed a “healthy choice” as described in this Handbook).
- Goody bags, balloons, and other celebratory decorations are **not permitted** as part of the celebrations.
- Celebrations should last no more than 20 minutes
- Celebrations are limited to the homeroom class community
- All parents will be notified in advance of the menu and be provided the opportunity to give consent for their scholar to participate
- Parents should work together to ensure each monthly celebration is appropriate and successful

## Healthy Choices

In the interest of encouraging healthy eating habits, we ask that parents not send their scholars to school with junk food, which includes but is not limited to:

- Fast food
- Carbonated drinks
- Juice “drinks” (not 100% juice)
- Kool-Aid
- Candy
- Potato Chips (unless they are baked)

It is difficult to make a list of all “junk foods”. Therefore, what we ask is that parents make every effort to provide their scholars with healthy foods (those that have high nutritional value). You want to avoid

processed foods, especially those that are high in salt, sugar, or fat. The following chart can help you guide your choices.

<b>Least Healthy Choice</b>	<b>Better Choice</b>	<b>Healthiest Choice</b>
Soda, Kool-Aid, Juice Drink	Gatorade, 100% Juice	Water
Whole Cow's Milk	Milk: Lactose-Free, Low-Fat	Plant-based Milk
Fried Chicken	Baked Chicken	Baked Chicken without skin
Fast Food Burger	Lean Beef or Turkey Burger	Veggie Burger
Chips, French Fries	Baked Chips, Popcorn	Vegetable Chips
White Potato with cream cheese, cheese, and butter	Sweet Potato	Sweet Potato with Broccoli and small amount of cheese
Candy bars/bags, Fruit Snacks		Dried Fruit (raisins, etc.), Dark Chocolate, Real Fruit
Honey Buns, Store-bought Cookies, Cake, and Pies	Homemade Baked Goods (because you control what's in it)	Fruits and Vegetables

*\* The above are just suggestions not an expert opinion on nutrition*

With parental permission, Genesis may provide “treats” as rewards or on special occasions in limited quantities and at a time and location that is deemed appropriate for school purposes.

Genesis reserves the right to confiscate any items deemed to be junk food. Focus will be placed on sodas and sugary drinks, candy and fruit snacks, snack cakes (e.g., Twinkies, packaged cupcakes, honey buns, etc.), chips (for breakfast or larger than 8 oz. bags).

Genesis reserves the right to contact parents for a family planning meeting if a scholar's school-based diet consistently reflects less healthy choices.

## **Meal Orders and Payments**

Menus will be posted on our website along with instructions for how to set up an account to order meals. All parents are expected to use the on-line account to make payments and to add money to their scholar's account.

In the event a scholar is not prepared with a lunch for the day (e.g., lunch is not paid for and they did not bring a lunch, or they do not have money to pay for lunch) they will receive a meal and the scholar's account will be charged accordingly.

The food vendor will only allow parents to carry a balance on their accounts equal to three meals. After the 3<sup>rd</sup> day, Genesis reserves the right to provide scholars with an alternative meal (e.g., a cheese sandwich) at no charge until the outstanding balance is satisfied.

## **HEALTH SERVICES**

Genesis can provide basic clinic services which allow us to treat minor injuries and discomfort, but also to monitor more serious concerns until parents can be contacted to provide further direction or to pick up their scholar for additional treatment. To be prepared to effectively serve all of our scholars, each family should complete our Health Information form, and must have current Immunization records on file.

## **Immunizations**

State law requires that all scholars have up to date immunizations prior to entering school each year.

The Official Code of Georgia provides for only two types of exemptions from immunization requirements:

1. **Medical:** Medical exemption for a vaccine should be filled in only when there is a physical disability or condition that contradicts immunization for that particular vaccine. There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption. *O.C.G.A §20-2-771(d)*.
2. **Religious:** For a child to be exempt from immunizations on religious grounds, the parent or guardian must furnish the school/facility with a notarized affidavit stating that immunization conflicts with his or her religious beliefs. There is no standard form for Religious Exemption. The school/facility must keep the affidavit on file and available for inspection by health officials in lieu of an Immunization Certificate. Affidavits denoting religious exemption do not expire. *O.C.G.A. §20-2-771(e)*.

These requirements can be acknowledged only if proper documentation exists and is provided to the Academy.

### Illness

If your scholar is ill (e.g., fever, vomiting, ringworm) prior to arriving at school, the Academy expects him to stay home for the day. If he becomes ill or injured during the school day and is not well enough to remain until the day ends, you will be immediately notified to dismiss the scholar early. For this reason, it is imperative that the Academy retains the best current/working emergency contact number on file.

### Medicines

If your scholar has prescription medication that has to be administered Genesis has a form that **MUST** be completed before any dosages are given.

## Counseling and Social Services

### Counseling Services

Genesis has a counselor and social worker on the administrative team. Any scholar who needs counseling services can be directed by a concerned adult to the Health & Wellness Coordinator or the Dean of Students. Scholars may reach out to their Dean of Students for a referral or visit the front office on their own accord.

### Reporting of Student Harassment or Abuse

Any student (or friend or parent of a student) who has been the victim of abuse of any kind by any GIA scholar, parent, visitor, or staff member is encouraged to report it to the school counselor or any staff member of their choosing. All GIA employees are required to report allegations of abuse against students to appropriate GIA personnel as described in the Mandatory Reporting Policy and the Employee Handbook. Ultimately, any such abuse is required to be reported by the Head of Schools (or designee) to the Department of Family and Children Services (DFACS) if the abuse falls into the mandated reporting category as defined by state law.

## Guidance Services

Genesis has a guidance counselor available to scholars related to academic and career planning. The guidance counselor coordinates career exploration activities for scholars beginning in the 5<sup>th</sup> grade and academic planning for high school beginning in the 8<sup>th</sup> grade.

## Service Fees

To provide various services (e.g., lunch, transportation, etc.) and activities (e.g., athletics, field trips, etc.), Genesis must pass on some of the cost to families in the form of fees. Families are expected to pay those fees in a timely fashion. Therefore, families should understand the following:

- Families are responsible for paying any fees associated with services/activities provided by Genesis by an established deadline.
- Failure to pay fees by the deadline may result in a scholar being unable to access those activities or services (in whole or in part)
- Past-due fees for services already provided (or for activities that the family previously committed to participate in) will be added to my family's Genesis billing account

**Continued failure to pay past-due fees for one activity/service may result in denial of access to other activities/services (including academic records), until fees are paid.**

## FAMILY INVOLVEMENT at Genesis

Genesis Academy is a community-based school and as such, family and community are expected to participate in each scholar's development. All parents/guardians are encouraged to visit the school regularly throughout the school year to volunteer, participate in a classroom visit, or conduct a parent/teacher conference. To ensure scholar safety, minimize disruption to the learning environment, and improve service to parents, visitation protocols are outlined below.

### General Visitation Protocol

All parents/guardians who visit Genesis for any reason are expected to adhere to the following:

- All parents/visitors must enter through the main door of the building.
- All parents/visitors must register at the main office upon entry.
- Parents/visitors must wear a badge provided by the Genesis front desk if they are visiting any part of the campus outside of the main office.
- Parents/visitors must always be in the presence of a staff member while visiting the campus (unless they have a full FBI background check on file with Genesis).
- As per Genesis policy, parents should not interact with any scholar unless directed to do so by the classroom teacher or supervising adult staff member.
- The office staff will provide assignments for volunteers. (Volunteers' hours are recognized only if properly logged in). See Parent Volunteer section below.

All parent/visitors are expected to adhere to common standards of professionalism and civility. **A parent will be asked to leave the school premises if they disrupt normal business operations or classroom instruction.**

### Classroom Observations

We encourage parents to visit classes at Genesis. Classroom visits afford one of the best means of gaining information about the educational program and/or observing a scholar's performance in a classroom

learning situation. To make classroom visits a productive process for all stakeholders we expect parents to adhere to the following:

- Set up an appointment with the classroom teacher (to avoid visiting on a day when the schedule precludes visitor – e.g., testing)
- Schedule classroom visits only after the first six weeks and before the last four weeks of the school year. For security reasons, all visitors, upon arrival, must sign in at the main office before visiting any classroom and receive a visitor's pass.
- Follow the General Visitation Protocol (above) once on campus

## ***Parent Volunteers***

All Genesis families are expected to complete twenty (20) volunteer hours during the school year. There are several areas in which parents can be helpful to the school staff including, but not limited to: lunchroom monitors, parking lot attendants during arrival and dismissal, tutors, field trip chaperones, reception area coverage, calling posts, and fundraising.

Parents may also complete their 20 hours through involvement serving on Board committees, as room parents (see below), or club sponsors.

As per Genesis policy, volunteers should not interact with any scholar unless directed to do so by the classroom teacher or supervising adult staff member. Volunteers who perform tasks while scholars are present (on campus or at a school activity) are required to undergo state approved Mandatory Reporter training prior to volunteering. Access to an on-line training platform will be provided by Genesis. Parents are required to keep a record of their volunteer hours to ensure accurate tracking and completion of the 20-hour requirement. Families that fail to complete the 20-hour volunteer requirement are subject to having their standing with the school reviewed.

## ***Parent-Teacher Communication***

We encourage parents to communicate with their scholar(s)' teacher(s) as needed to help them understand how the educational process is working for their child(ren). To facilitate more in-depth discussion, Genesis will set aside certain dates as preset teacher conference days. If parents cannot wait for the preset dates, they are encouraged to do take two approaches:

- Electronic communication - The preferred and most efficient way to communicate with teachers is via email or a communication app. Because Genesis does not provide teachers with school phones, **administration only holds teachers accountable for responding to email** communication. Teachers are expected to respond to parent emails within 48-hours not including weekends and holidays. If parents have an urgent matter, they should contact the main office. Parents should indicate specific concerns and desired outcomes in their email communication.
- Set-up Appointment – Parents may request an appointment by communicating directly with the teacher. Parents are not allowed to show up unannounced for impromptu conferences with teachers before, during, or after school.
- Non-Responsive Teachers/Staff - Any parent having difficulty getting a response from a teacher should reach out to that teacher's upline reporting structure, which ultimately includes a Team Lead, the Dean of Students, the School Director, the Head of Schools and then the Board of Directors, in that order

**Note: Parents should keep in mind that Upper School teachers can have as many as 120 students, which makes it difficult to schedule frequent in-person conferences for the same scholar.**

## *Parent Teacher-Teams*

A specific volunteer role that Genesis requests parents to fill is that of a Parent-Teacher Team Coordinator. Parents who are familiar with Team Moms /Dads for recreational team sports should think of this in a similar fashion. The Parent-Teacher Team Coordinator for Team [teacher name] would take the lead on coordinating support for their scholar's homeroom teacher (e.g., supplies, birthday celebrations, field trips, bulletin board/room set-up, file organization, parent follow-up on classroom activities, etc.).

One (two) parent(s) may be asked to serve as the Parent-Teacher Team Coordinator, but all parents can and should be a part of their scholar's homeroom Parent-Teacher Team. Ultimately, Genesis expects all parents to support homeroom teachers, and thereby support their scholar(s). Note: Room parents perform volunteer tasks under the direction of the homeroom teacher. They are not expected to take direction directly from administration or other volunteers as it relates to room parent responsibilities. As always, parents may, however, report concerns to administration about their experience as a Genesis stakeholder.

## *Board Meetings*

The Governing Board meetings are open to the public, and all Academy parents/guardians are invited to attend. A full schedule of meetings will be posted on the school's website. Parents may serve on Board committees if their experience and expertise are deemed a fit by the Board of Directors. Parents who wish to volunteer may reach out the respective committee chair, or the Governance committee chair.

## *Electronic Communications*

### *E-mail*

The Academy's main method of formal communication will be through email. This is a cost-effective way to keep families informed of what the school and your scholar is involved in. It is imperative that parents have an active email account that they will check regularly. It is a parent's responsibility to inform Genesis if their email address changes or if they do not have access to email (at which point, Genesis staff will work with parents on alternative communication strategies). Genesis employees have 48-hours (not including weekends and holidays) to respond to email messages from parents or scholars. Parents should feel free to contact a supervisor if they feel they are not getting a timely response.

### *Class Dojo*

Genesis has a schoolwide Class Dojo account which hosts individual teacher accounts. Class Dojo is an informal, social-media style platform that is widely used by schools and classroom teachers to create more parent engagement with what their scholars are doing during the day. Note: Genesis does not hold teachers accountable for communicating with parents via Class Dojo.

- **Behavior Updates** – Genesis requires teachers to document scholar behavior to facilitate both positive reinforcement and appropriate consequences. Teachers may use (but are not required to use) Class Dojo to track scholar behavior and to share that information, in real time, with parents. Dojo does not replace formal parent-teacher/administrator communication for serious offenses (what Genesis describes as Level 2, 3. Or 4 offenses).
- **Activities and Events** – Teachers may (it is not required) share information, pictures, video clips, etc., with parents to create more family and community engagement around scholar activities and classroom/school events.

- **Schoolwork Information** - Teachers may share information about student work requirements, including attachments of directions, rubrics, etc., but they are not required to do so.
- **Communication Protocols** - There is no expectation that teachers respond to Class Dojo messages within 48 hours (or at all). Any parent who wishes to formally communicate with teachers, or who are concerned with response-time, should use email.

## Power School

Power School is the primary mechanism for communicating with parents about scholar work assignments and grades, and scholar attendance. Parents can set-up Power School to notify them when a grade or assignment is entered. Teachers are expected to enter assignments, with descriptions, in Power School the day they are assigned.

Parents are expected to check Power School regularly to keep track of their scholar's progress. As a result of Power School communication, teacher are not required to reach out directly and personally to parents to update them on scholar progress unless a scholar is in jeopardy of failing a subject/course for the year at which a conference will be held for that scholar. Teachers may however reach out at their discretion to update parents about performance that is both excellent and below required standards.

**Note:** Parents who are not able to access Power School should reach out to the homeroom teacher and request assistance.

## Website

Genesis will regularly post information to our website about policy changes, upcoming events, special programs, opportunities for parents to volunteer and other important announcements.

# ACADEMIC POLICY

## *Overview of Academic Goals*

The primary focus of Genesis's academic program is to engage scholars in the rigorous study of core subjects and to foster the development of higher order thinking and problem-solving skills. Ultimately, the Academy seeks to enroll and graduate accomplished, thoughtful young men and women of character and discipline who are superbly prepared for success in the 21st century.

## *Highly Qualified Teachers*

It is our policy to hire teachers who meet the definition of "Highly Qualified" as defined by federal No Child Left Behind guidelines.

Genesis is required to notify parents, upon request, of teachers' qualifications:

- Licensing for grade level and subject
- Emergency or provisional status
- College major and graduate degrees
- Paraprofessional qualifications

Genesis will notify parents if scholars are taught four (4) consecutive weeks by a core academic content teacher not "Highly Qualified."

## *Parent-Teacher Conferences*

### **Student-Parent-Teacher Conferences**

Genesis teachers, or other Genesis support staff may contact parents proactively to praise scholar performance or schedule a conference if scholar academic (or behavioral) performance is deemed unacceptable. Time slots on preset conference days are limited and priority is given to scholars who are having the most academic difficulty.

Parents may request teacher conferences by emailing teachers individually. Parents in the Upper Academy who wish to schedule a meeting with all their scholar's teachers may do so by contacting the Upper Academy Team Lead.

Scholars are expected to be in the conference. The older the scholar, the more responsibility they will be given for presenting at the conference. Expectations will be sent to the parent and scholar in advance.

### **General Contact Information**

Parents wishing to contact teachers for other questions/concerns **other than conferences** may contact Genesis at [info@GIAcademy.org](mailto:info@GIAcademy.org) to leave a message or contact the teachers directly via e-mail. With some exceptions, Genesis e-mail addresses have the same format: **<first initial><last name>@GIAcademy.org**. (Note: for staff with the same first initial and last name the format will be the first two (2) initials of the first name for at least one of those staff members).

If parents have difficulty resolving issues with any of their scholar's teachers, they should contact the Team Lead. If that fails to resolve the issue, or that option is unavailable, parents should contact an administrator.

## *Student Information System, Website, and Electronic Communication*

Genesis communicates with parents primarily through electronic methods (e-mail, text, website, etc.). Formal communication from Genesis will be sent via email (unless postal mail is required by policy). **Parents who are unable to access e-mail and require hard copy materials be sent home, should make a written (or e-mail) request to their scholar's teacher(s) or Team Leader** .

## *Homework*

Genesis Academy scholars will have homework almost every night (even on weekends scholars may have to review or study). In general, Lower Academy scholars should have about one-hour, Upper Academy 1-2 hours of homework every night. Scholars may have as much as one to two hours of homework to be completed over the weekend (unless independent project work is assigned, which may require more hours).

The purpose of homework is for scholars to practice skills learned in the classroom and to prepare for class the next day. As scholars mature intellectually, homework will also include independent research. Homework is not intended to burden parents with additional time or monetary costs.

Scholars are expected to complete all homework assignments to the best of their ability. No scholar is excused from any assignment without being given permission by his/her teacher prior to the due date. If homework is not completed by the due date the scholar will be expected to complete the assignment and

turn it in the next day, in addition to any new homework the scholar may have been assigned. Consistent failure to turn in homework may result in loss of privileges, required Saturday School attendance, additional tutoring, detention, or any other consequence deemed appropriate for encouraging scholars to meet the homework requirement.

## Assessments

### Course Assessments

All teachers will assess scholar progress and mastery of skills on a regular basis through a variety of assessment tools, including homework, exit tickets, starter/warm-up exercises, questioning/verbal responses, projects, and quizzes/tests. Depending on the content and nature of the class/subject, teachers may also use other assessment tools, such as labs, journals, binder/notebook checks, essays, research papers, projects, and class participation. Each teacher will provide a written explanation of how performance will be assessed.

- *Quizzes/Tests* – Almost every subject/course is divided into Units of instruction that cover specific topics. Standards-based unit tests are typically given at the end of each Unit. Parents and Scholars will be informed in advance of the date of unit tests. Quizzes are typically given during the Unit to assess a scholar's readiness for the unit test.
- *Exams* – At the end of each semester, a cumulative exam may be given for core subjects/courses. The first semester exam will cover first semester material; the second semester exam will typically be a final exam to cover skills and standards for the entire year.

### State Assessments

The state of Georgia requires all Kindergarten scholars to sit for the GKIDS assessment. All scholars in grades 3-8 are required to participate in Georgia Milestones testing.

Scholars with IEPs or who require special testing environments will receive accommodations pursuant to ADA and/or their IEPs (Individualized Education Plans) for all assessments.

## Grades, Grade Reporting, and Policy

### Progress Reports

Genesis parents are expected to track their scholar's progress via our on-line portal in real-time, on a regular basis.

Genesis will send home mid-quarter Academic Standing notices in the following cases:

- A scholar is failing a subject/course (grade below 70).
- At the teacher's discretion or at a parent's request

At the beginning of the year parents and scholars will be given instructions on how to access the schools' Student Information System (SIS) for the purposes of tracking academic progress.

Parents are encouraged to contact their scholar's teacher to discuss any concerns raised by the grade information provided in the SIS system, and to discuss the best means of implementing an improvement plan to assist the scholar in meeting their full potential.

Quarterly Grade Reports – Genesis will issue quarterly grade reports at the end of the first quarter and the third quarter. It will have essentially the same format as semester report cards, but grades on quarterly

grade reports are not final (they are essentially a mid-semester update on the academic status of your scholar).

## Genesis Grading Scale

The Genesis grading scale applies both to assignments and to the overall course grade:

For Kindergarten scholars, the scale is as follows:

Exemplary  
Proficient  
Developing  
Beginning

For scholars in grades 1 and above, the scale is as follows:

<u>Range</u>	<u>Grade</u>	<u>GPA Points</u>	<u>Description of Achievement Level</u>
90-100	A	4	Scholars receiving an <b>A</b> show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
80-89	B	3	Although scholars receiving a <b>B</b> may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
70-79	C	2	Scholars receiving a <b>C</b> have some skill deficits but demonstrated at least a basic understanding of the majority of skills taught.
69 and below	F	0	Scholars receiving an <b>F</b> produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and scholar effort.

## *Final Grades*

In determining final (cumulative) grades for the year, the terms are weighted as follows:

Semester 1                      50%  
Semester 2                      50%

**Grades are locked in one-week after the term ends. Parents (and scholars) need to be diligent in following-up with any concerns regarding grade discrepancies.**

## GPA Calculation / Academic Honors

### **Numerical Average (100-point scale)**

The numerical grade average is used for purposes of determining class rank or individual achievement awards. It is computed by taking the sum of the course averages for each course taken during the

semester/year multiplied by the course's potential credits. The total number of quality points achieved is then divided by the total number of potential credits for the year.

### **Point Average (4.0 Scale)**

The point average is used only for **Honor Roll** purposes. It is computed by taking the sum of the quality point values associated with the letter grades (A = 4.0, B = 3.0, etc.) for each course taken during the marking period. That total is divided by the number of courses the scholar was enrolled in for that quarter.

### **ACADEMIC HONORS**

Academic Honors are determined by a scholar's grade point average for all marks earned in a given grading period. GPA for Academic Honors is calculated by determining the sum of the numerical equivalent of the letter grades divided by the total number of courses taken during that marking period.

Note: Genesis may also use grades (e.g., # of A's and/or B's to determine Honors).

- Head of School's List - GPA of 4.0 and above
- Director's List - GPA of 3.5 to 3.99
- Dean's List - GPA of 3.0 to 3.49
- Scholar Awards – Given to scholar with highest GPA in a course/subject

### **Late, Missing, or Make-Up Work**

Upon their return from an excused absence, scholars are given at least the number of days equal to the number of days they were absent to complete and turn in all missed assignments pursuant to the teacher's instruction and timeline. If assignments are returned within the time frame specified by the teacher, scholars may earn full credit for the missed assignments.

If the assignments are not returned within a reasonable time as specified by the teacher, or if missing work is due to an unexcused absence, scholars will be subject to the procedures and expectations listed below for homework and, in the event a scholar is absent for an extended period, parents/guardians are encouraged to obtain assignments from teachers **if** scholars can complete assignments during their absence. Parents/Guardians should notify Genesis as far in advance as possible if they expect make-up work to be provided or sent home for an absent scholar.

### **Late/Missing Homework**

If scholars fail to turn in homework assignments by the due date for reasons other than an excused absence, they will be expected to complete the assignment during the day, on the day that it is due. That completion will occur either during an elective/connections class (e.g., P.E., engineering/coding, etc.), during lunch, or during after-school detention. They will not be allowed to complete the homework during core class instructional or work time.

Scholars who do not complete the assignment on the due date, will be expected to complete the homework by the next day. If they cannot complete the assignment on the second day, they will be assigned to Saturday Work Detail. Scholars will be required to meet on their assigned Saturday even if they complete their homework prior to attending. Failure to attend Saturday Work Detail will result in a suspension and a grade of zero on the homework assignment.

**Rationale:** Homework is assigned to assist scholars with understanding the concepts currently being taught by the teacher. It is not in the scholars' best interest to develop a habit of turning in homework after the teacher has moved on to another topic, simply to raise their grade. Scholars must learn to complete assignments on time as part of their growth and development.

## Classwork

It is expected that classwork assignments be completed during class. Incomplete classwork will not be assigned for homework (unless the grade will be exempted). A teacher may, however, require classwork be completed under adult supervision at school on another day, during another class/period, or after school/during Saturday School. Refusal to do classwork, or off-task behavior resulting in incomplete classwork, will be addressed as a behavior/conduct issue.

## Test Retakes

Scholars may be allowed to retake tests based on the course rules and expectations outlined by the teacher. In general, Genesis favors allowing scholars to retake tests and exams to show a greater level of mastery. However, scholars will not be able to make-up any first semester tests during the second semester to improve their first semester grade.

## Promotion to the Next Grade

### Promotion Requirements

#### Kindergarten Promotion to Next Grade:

To be promoted to the next grade, scholars in kindergarten must:

- (a) be deemed Proficient in Reading and Mathematics.

#### First and Second Graders Promotion to Next Grade:

To be promoted to the next grade, scholars in first and second grade must:

- (a) Earn a yearly average between the two semesters of 70 or higher in the core subjects of: Reading, English-Language Arts, and Mathematics.

#### Fourth, Sixth & Seventh Graders Promotion to Next Grade:

To be promoted to the next grade, scholars in the fourth, sixth, and seventh grade must:

- (a) Earn a yearly average between the two semesters of 70 or higher in all core subjects: Reading, English-Language Arts, Mathematics, Science, and Social Science.

#### Third, Fifth, and Eighth Graders Promotion to Next Grade:

To be promoted to the next grade, scholars in the third, fifth, and eighth grade must:

- (a) Earn a yearly average between the two semesters of 70 or higher in all core subjects: Reading, English-Language Arts, Mathematics, Science, and Social Science.
- (b) Scholars in *fifth and eighth* grades must be at or above the Developing Learner level in reading and math based on results of Georgia Milestones testing
- (c) Scholars in *third, fifth, and eighth* grades must be reading at or above grade level based on the results of the Measurement of Academic Progress (MAP) testing.

Review the Genesis Promotion Policy for additional details

### Non-Promotion Decisions:

- (a) Appeals - Parents may appeal any non-promotion decision to the Genesis Placement Committee, including, at minimum, one of the Academy Directors, a parent, and the teacher(s) of the subject matter of the Milestone Assessment or subject area/course for which the scholar failed to meet the passing standard. A decision to promote because of an appeal must be unanimous and be based on the belief that the scholar can reach grade level performance by the end of the next school year.

- (b) Academic Plan – Whether the scholar is promoted on appeal or retained, the Placement Committee will develop an instructional plan that is deemed likely to help the scholar reach, at minimum, on-grade-level performance by the end of the next school year.

## Summer School

Genesis Summer School offerings will be determined in the Spring Semester based upon anticipated need. Genesis does not guarantee the provision of summer school options. At minimum, Genesis will provide supplemental instruction for scholars who failed a Milestone exam and are eligible for a re-take (eligibility is based on state policy).

In addition, based on the recommendation of the Placement Committee, Genesis may allow scholars who failed a course to take an exam during the summer to earn course credit. Genesis is not mandated to provide any additional instruction to prepare scholars for those exams but will provide access to study materials and an outline of the standards and content that will be covered on the exam. Scholars can take summer courses elsewhere to re-learn the material in a class that they failed prior to taking the Genesis exam. Scholars who take the Genesis exam for a failed course must score a minimum of 70 to pass.

If Genesis offers summer courses for remediation/credit recovery or for enrichment (for scholars interested in advanced or special-topics courses), those courses may be offered for a fee (which will be determined each year and posted prior to summer session).

## *Eligibility for Extra-Curricular Activities*

**Unrestricted Eligibility:** Scholars are eligible to participate as a full member of any Genesis athletic team or club if they have passing grades in all their courses. No restrictions will be applied to their participation based on academic performance. Note: Please see Code of Conduct for restrictions related to behavior.

**Restricted Eligibility:** Scholars who have one F in a course, for any reason, will only be allowed to participate in practices, meetings, or competitions if they attend the full schedule of Genesis sponsored tutorials. The tutorial schedule for participants in extra-curricular activities will be determined by leadership each academic quarter. If tutorials occur on days/at times when practices, meetings, or competitions occur, it is expected that the scholar attends the tutorial to remain eligible. Academy Directors reserve the right to rescind eligibility if the F grade persists for an additional two weeks (or more) without significant improvement (where significant is determined by the Academy Director).

**Ineligible:** Any scholar with two F course grades is ineligible to be an active member of a club or sports team until such time as the scholar meets the criteria for unrestricted or restricted eligibility. Any scholar who earned an F in any course at the end of the 1<sup>st</sup> semester or 2<sup>nd</sup> semester, will be ineligible to compete in the next semester's sport season.

## CODE OF CONDUCT

### *DRESS CODE*

To eliminate one of the distractions associated with traditional learning environments, Genesis has adopted a Uniform Policy. The purpose of the Uniform Policy is to eliminate potential preoccupation with fashion while maintaining an environment that promotes uniformity, safety, and prepares our scholars for college and the professional norms of the 21<sup>st</sup> century workforce.

**Note 1:** Parents should reference the uniform policy, information sheets, and price list on the school website for specific details. Information posted will represent the most up to date information on uniform requirements and expectations. *Parents and scholars will be held accountable for all updates to the below expectations that are posted to the Genesis website.*

**Note 2:** Parents should inform Genesis staff in advance if they have any issues, concerns, difficulties with securing the appropriate uniform items prior to enrollment.

## Girls Academy

### LOWER SCHOOL (Grades K-5 )

#### Required Uniform

- Short sleeve gold polo with Genesis logo
- Genesis gray pants or blue/gray plaid skirt or scooter
- Solid black, white, blue or gray socks or tights

#### Optional Uniform

- Long sleeve gold polo with Genesis logo
- Gray cardigan sweater with Genesis logo
- Black fleece jacket with Genesis logo
- **French Toast** uniform shorts permissible during warm weather only

#### Shoe Expectations

- Shoes – white, navy, blue or black\*
- Lacinings should be the same color as the shoe—white, navy blue, or black.
- A small logo is acceptable (i.e. the Nike swoosh, the N for New Balance, etc.), but should be the same color as the shoe. Flamboyant or neon-colored logos will be allowed.
- Shoes with sparkles, lights, rollers, wheels, and high heels are prohibited

### UPPER SCHOOL (Grades 6-8)

#### Required Uniform

##### *Class A Uniform (Formal)*

White Oxford shirt with Genesis logo (Long sleeve is required, short sleeve optional)

Genesis gray slacks gray skirt, or gray scooter

Purple cross tie

Gray cardigan with Genesis logo

Solid color black, white or gray socks, knee socks, or tights

Shoes - All-black, flat, and closed-toe

##### *Class B Uniform (Dress Down worn only when announced)*

Gold short sleeve polo

Dark blue jeans (no other color, no rips or holes)

Any sock

### **Class B Shoe Expectations (Dress Down when announced)**

- Shoes – white, navy, blue or black\*
- Lacings should be the same color as the shoe—white, navy blue, or black.
- A small logo is acceptable (i.e. the Nike swish, the N for New Balance, etc.), but should be the same color as the shoe. Flamboyant or neon-colored logos will be allowed.
- Shoes with sparkles, lights, rollers, wheels, and high heels are prohibited

### ***Physical Education Uniform***

- Gold T-shirt with Genesis logo
- Gray mesh shorts
- Athletic socks
- Clean pair of athletic shoes (any style or color)

### ***Optional Uniform items***

- Short sleeve white oxford shirt with Genesis logo
- Long sleeve gold polo with Genesis logo

### **Additional Requirements for Girls**

- ***Prohibited Hair Styles/Accessories***
  - Designs cut into hair
  - Mohawks
  - Unnatural hair colors (e.g., fluorescent, green, etc.).
  - Headbands with attachments
  - Uncombed natural hair
- ***Permitted Hair Styles/Accessories***
  - Combed natural hair
  - Girls may wear hair accessories. (e.g., bows, ponytail holders, etc.)
  - Hair should be neat or styled (e.g., braids).
  - ***Uncombed natural hair is not an acceptable style.***
- ***Prohibited Hats/Hair Coverings***
  - Hats
  - Handkerchiefs
  - Bandanas
  - Do-rags
  - Scarves
  - All other head coverings (exceptions can be made for religious and/or medical reasons.)
- ***Prohibited Earrings/Jewelry***
  - Earrings and necklace charms larger than a quarter and/or more than 1 inch long
  - Nose rings
  - Belly rings
  - Rings for areas other than the ear
  - Apple or Internet-enabled watches

- **Permitted Earrings/Jewelry**
    - Jewelry should be modest.
    - Earrings and necklace charms smaller than a quarter and/or less than 1 inch long
- Scholars are allowed one of each: ring, earring set, bracelet, and/or watch.

## Virtual Learning Dress Code Requirements

If scholars are approved to attend a class session virtually, the following dress code requirements should be met.

### **LOWER SCHOOL (Grades K-5) Required Uniform**

#### ***Class A Uniform***

Short sleeve gold polo with Genesis logo

### **UPPER SCHOOL (Grades 6 - 9) Required Uniform**

#### ***Class A Uniform***

White Oxford shirt with Genesis logo (Long sleeve is required, short sleeve optional)

Purple cross tie

Scholars that are attending the school virtually, should adhere to the above guidelines pertaining to the tops within the Class A Required Uniform requirements. Scholars should be in appropriate bottoms. Bottoms should not be revealing and should be appropriate for a school setting.

## Boys Academy

### LOWER SCHOOL (Grades K-5)

#### ***Required Uniform***

- Genesis Gray pants/slacks
- Purple short sleeve polo with Genesis logo (tucked at all times)
- Black belt
- Socks – white, navy, blue, black, brown, gray
- Shoes – white, navy, blue, grey or black

#### ***Optional Uniform Items***

- Long sleeve purple polo with Genesis logo
- Gray cardigan sweater with Genesis logo
- Black fleece with Genesis logo
- **French Toast** uniform shorts permissible during warm weather only

#### **Class B Shoe Expectations (Dress Down when announced)**

- Shoes – white, navy, blue, gray or black
- Lacinings should be the same color as the shoe—white, navy, blue, gray or black.
- A small logo is acceptable (i.e., the Nike swish, the N for New Balance, etc.), but should be the same color as the shoe. Flamboyant or neon-colored logos will not be allowed.
- Shoes with shiny or sparkled material, lights, rollers, or wheels are prohibited

## **Additional Requirements for Boys**

### ***Hair***

- No designs should be cut into the scholar's hair.
- Hair should be neat and professional.
- No unnatural hair colors (e.g., fluorescent, green, etc.).

### ***Hats/Hair Coverings***

- Male scholars may not wear hats inside of the building.
- Scholars may not wear handkerchiefs, bandanas, do-rags, scarves, or other head coverings of any kind with exception can be made for religious and/or medical reasons.

### ***Earrings***

- Earrings are not allowed to wear earrings. Parents who choose to have their scholar's ears pierced must make accommodations for their scholars as the scholar will not be allowed to wear earrings on campus.

## **UPPER SCHOOL (Grades 6-8)**

### ***Class A Required Uniform***

- Genesis charcoal gray slacks
- White Oxford long sleeve shirt with Genesis Logo (tucked at all times)
- Genesis Purple tie
- Gray sweater vest with Genesis Logo
- Black belt
- Black socks
- All Black shoe (no boots, no open toed shoe)

### ***Class B Uniform (Dress Down)***

- Short sleeve purple polo with Genesis Logo
- Dark blue jeans (no other color allowed, no holes or rips)
- Sock - white, navy, blue, black, brown, or gray
- Shoes – white, navy, blue, gray, or black

### ***Physical Education Uniform***

- Grey, black, or purple mesh shorts
- Purple cotton T-shirt with Genesis Logo
- Athletic Socks
- Clean Pair of Athletic shoes (white, navy, blue, gray or black)
- Cold Weather: Sweatshirt and/or sweatpants (plain gray or black – no designs or large logos)
- Note 1: Athletes may be allowed to wear uniform items at administration's discretion
- Note 2: Genesis may authorize additional cold weather items during the year

### ***Optional Uniform items***

Long sleeve purple polo with Genesis logo (Class B)

\*The required shoe for Lower School and for Upper School "dress down" must be predominantly white, navy blue, gray or black, with shoe lacing the same color as the shoe. A small logo (e.g., Nike swoosh)

that is one of listed colors for the shoe is acceptable. No flamboyant, neon-colored, plaid, striped, or spotted shoes, laces or logos will be allowed. Shoes with lights are not permitted.

### Additional Requirements for Boys

- ***Prohibited Hair Styles/Accessories***
  - Designs cut into hair
  - Mohawks
  - Unnatural hair colors (e.g., fluorescent, green, etc.).
  - Uncombed natural hair
  
- ***Permitted Hair Styles***
  - Hair should be neat, professional, and non-distracting.
  - Dreadlocks, twists, braids, etc. (these styles are permitted but **must** be approved by the Head of Schools). Parents or guardians must petition to wear these styles. To petition, parents should send an email to [info@giacademy.org](mailto:info@giacademy.org), or to the Academy Dean, requesting a meeting with the Head of Schools. Not petitioning will cause the scholar to be out of dress code per the “Violations of Dress Code Policy” along with being excluded from formal school photos and/or activities.)
  - ***Uncombed natural hair is not an acceptable style.***
  
- ***Prohibited Hats/Hair Coverings***
  - Hats
  - Handkerchiefs
  - Bandanas
  - Do-rags
  - Scarves
  - Hoods
  - All other head coverings (Exceptions can be made for religious and/or medical reasons.)
  
- ***Prohibited Earrings/Jewelry***
  - Earrings
  - Apple or Internet-enabled watches
  - Necklaces, chains and rings
  
- ***Permitted Earrings/Jewelry***
  - Watches (basic digital/analog)

### **Winter/Cold Weather Uniform Requirements**

- Gray sweater vest from an approved vendor with the Genesis logo
- Gray cardigan sweater from an approved vendor with the Genesis logo
- Black fleece from an approved vendor with the Genesis logo
- Genesis Approved Sweatshirts/Jacket/Overcoat – If other cold weather tops are not warm enough, scholars may wear an approved Genesis sweatshirt or a solid black, solid dark gray or solid navy overcoat or pea coat, in addition to the black fleece from an approved vendor with the Genesis logo.
- **No other sweatshirts, jackets, or sweaters can be worn inside the building.**
- For P.E. - Sweatshirt and/or sweatpants (plain gray or black – no designs or large logos)

- Scholars may wear a solid white or gray long sleeve undershirt or thermal to assist with maintaining comfort within the building.
- Note: Genesis may authorize additional cold weather items during the year

## Common Requirements, Expectations & Violations

**Pants:** Pants must always be worn at the waist (not below)

**Shoes/Socks:** Scholars must always wear shoes and socks.

**General Neatness:** Clothes should be clean and free of excessive wrinkles, oxford shirts should always be buttoned to the top and tucked in, shoelaces should always be tied, and the tie should be tied and the knot up to the top button at all times.

\*\* Genesis reserves the right to disallow any article of clothing that will take away from the consistency of the Uniform Policy and dress code.

## Virtual Learning Dress Code Requirements

### LOWER SCHOOL (Grades K-5) - Required Uniform

Purple short sleeve polo with Genesis logo

### UPPER SCHOOL (Grades 6-9) Class A Required Uniform *Class A Uniform (Formal)*

- White Oxford long sleeve shirt with Genesis Logo (tucked at all times). Long sleeve required, short sleeve optional)
- Genesis Purple tie

Scholars that are attending the school virtually, should adhere to the above guidelines pertaining to the tops within the Class A Required Uniform requirements. Scholars should be in appropriate bottoms. Bottoms should not be revealing and should be appropriate for a school setting.

**Violations of Dress Code** – Teachers will address initial violations of dress code. If violations continue, parents will be notified that subsequent violations will require one or more of the following steps:

- Bring their scholar a change of clothes
- Present an order receipt indicating that the uniform (or uniform item) has been ordered
- Scholar will change into a loaner uniform item (if available)
- The scholar will be unable to participate in extracurricular activities until they have met the dress code requirements.

**Responsible Care of Uniform** – Scholars are expected to be responsible for their own uniform (making sure they always have the proper attire on and making sure that they keep track of items that they carry around with them). **A scholar should not leave uniform items unattended.** If a scholar needs to leave an item unattended, he should:

1. Place items in a locker, cubby, or in their bag/bookbag (not leave them laying on the floor)

2. Ask a faculty member to place it in a safe location
3. If that is not possible and items are left unsecured, scholars should be sure to check the storage bag immediately upon returning to it.
4. If anything is missing, the scholar should report the incident IMMEDIATELY to the attending faculty or staff member.

Genesis staff is expected to investigate incidents of possible theft only if the scholar follows the above steps.

## Uniform Vendors

Genesis requires families to purchase uniform items from approved vendors to ensure uniformity related to the dress code. The approved vendor information can be found on the Genesis website. If parents need financial support for uniforms they should contact the front office rather than search for a non-approved vendor with lower pricing.

## *USE OF COMPUTERS, PHONES, and ELECTRONIC DEVICES*

### *Telephone Use and Messages*

Scholars may only use a school phone by permission from a teacher or other member of the school staff and for emergency purposes. School phones are for school-related business and emergencies. Scholars who use a phone without permission from a teacher will be subject to disciplinary procedures. Scholars may be allowed to use personal cell phones to contact parents at the discretion of faculty and staff and in keeping with personal electronic device use policy (see Appendix A).

### *Cell Phone Use*

Genesis has approved a general no cell phone / no electronic device policy. The policy was instituted due to serious concerns about past observed behaviors, including but not limited to:

- The sharing Inappropriate content
- Cyber-Bullying
- Generation of addictive behaviors
- Scholar disregard of typical values
- Connection to peers and adults with questionable motives
- Parent-Child communication during school day

See Appendix A for the full policy statement.

### *Calls/Messages for Scholars*

Parents should communicate with their child before and after school. Non-emergency calls during the school day disrupt the academic environment. Therefore, parents should only call and request to speak to their scholar in the event of an emergency. Parents are welcome to leave emergency messages for the scholars with the Genesis office. Those messages will be communicated to scholars before the end of the day. **Note: Parents should not attempt to communicate with scholars during school hours by calling the scholar's cell phone.**

Messages about emergency and unexpected changes in after-school pick-up arrangements should be communicated prior to 2:15 p.m. Genesis will not allow scholars to come to the main office prior to the end of school to call parents about pick-up arrangements, nor will scholars be allowed to disrupt instruction to use cell phones to call parents. Parents should therefore not ask scholars to call them prior to dismissal to check-in about pick-up arrangements. In addition, scholars will not be allowed to call

parents to bring lunch/snacks because they are hungry or do not like the available options at Genesis. The Genesis menu is known in advance. Parents should discuss alternate meal options with their scholar in advance.

### ***Computer and Internet Use***

Computers are used to support learning and enhance instruction. Scholars will use computers as needed throughout their regular school day. They will also have access to the Internet. Internet users are expected to use the Internet as an educational resource. The use of technology is a privilege and scholar use is contingent upon the ability to use it in a responsible, efficient, ethical and legal manner. Scholars may bring personal computing devices to school only with permission from faculty or staff.

***Note: Genesis will not be responsible for electronic devices that are lost, stolen or damaged.***

## **PERSONAL BELONGINGS**

To promote order, to minimize concerns about damage to school property, and the loss or theft of scholar property, scholars are not allowed to use or consume the following items at school unless explicitly directed by a teacher or staff member:

Food Items: Gum, Candy, Kool-Aid, Sunflower seeds, etc.

Multi-media Technology: Laptops, tablets, phones, etc.

Personal Items: Playing or trading cards

If a scholar is found with any of the above items, such items may be confiscated (unless prior approval was given).

Responsible Care of Personal Items – Genesis discourages scholars from bringing personally valuable items to school. If such items are brought to school, scholars are expected to be responsible for keeping track of those items). **A scholar should not leave personal items unattended.** If a scholar needs to leave an item unattended, he should follow the procedures listed in “Responsible Care of Uniforms” (above).

***Note: Genesis will not be responsible for personal items that are lost, stolen or damaged.***

## **DISCIPLINE**

The Academy is committed to providing a safe and healthy educational environment in which each scholar will have the opportunity to maximize her/his potential. The disciplinary code (which is summarized below) is designed to ensure that scholars are held accountable for exercising appropriate behavior. In an effort to balance rewards and consequences, Genesis will develop a rewards system for scholars to encourage them to engage in behavior that represents the highest standards of character and integrity. The details of the system will be made available to parents after school begins.

In general, Genesis’s response to misbehavior will escalate in severity along with the severity and/or the frequency of the misbehavior. The sequence will typically follow the below progression:

- Non-Verbal Redirection
- Verbal Redirection (not directed at scholar)
- Verbal Redirection (directed at scholar)
- Warning
- Classroom correction strategies (e.g., seat change, point system, etc.)
- Loss of Privileges
- Detention (before, during, or after school)
- Parental Involvement (Calls, Meetings, Observation)

- Suspension
- Alternative Placement
- Expulsion

Circumstances which determine what disciplinary measure to impose are outlined below. ***Please note that this is not an exhaustive list of possible violations*** and Genesis acknowledges that individual situations may require unique strategies and measures.

### Level 1 Violations

Relatively less serious violations are handled by the faculty member that is present and supervising the scholars, often using the Genesis reward system. Such instances include: disruptive classroom behavior, discourtesy, defacing property (that can be easily restored), throwing items/littering, horseplay/roughhousing, uniform violations, use of electronic devices without permission, etc. The attending faculty member may bring these situations to the attention of the administration if these actions are repeated.

### Level 2 Violations

More serious violations focus on disrespect of others, others' property, and the rules of safety. They include offenses such as damaging property (not easily restored), talking back to a teacher, consistent harassment of other scholars, use of foul language, possession of pornographic material, threatening to harm others, reckless throwing of items (i.e., in a way that could harm another person or property), injuring someone or damaging school property because of horseplay or indifference to rules, interfering with safety drills, skipping class, or repeated lesser violations. Such violations will be dealt with in a more formal basis. Suspension will be automatically considered as an option. If the offense is deemed to be relatively less serious, other consequences will be considered (such as loss of privileges, detention, and work detail).

### Level 3 Violations

Major violations are those that are serious enough to require an automatic expulsion recommendation and at minimum, a suspension. Such violations will be immediately reported to administration.

Administration will then investigate and if determined that the scholar did indeed commit a violation serious enough to be factually classified as Level 3, that scholar will be recommended for expulsion (see Expulsion section for details of process). Level 3 violations include: the use or possession of illegal or controlled substances, the use or possession of a weapon or any object being used as a weapon, the use or possession of alcohol, distributing pornographic material to minors or that includes minors, academic dishonesty, skipping school/leaving campus, theft, or destruction of property, using objects to intentionally harm another (throwing, stabbing, etc.), sexual harassment, and fighting (or unwelcomed, aggressive hitting).

Level	Possible Disciplinary Measure	Circumstance (examples)
1	Loss of Privileges (e.g., Silent Lunch, suspension from participation in Genesis activities) and/or Parent Calls, Meeting, and Classroom observations	Uniform Code violations Lack of Supplies Talking or making noise without permission Whining or complaining Ignoring instructions / not paying attention Messy / Incomplete / Late Homework

		<p>Rough housing / Horseplay</p> <p>Running in Hallways</p> <p>Lying (falsifying, misrepresenting, or omitting information) about own behavior.</p> <p>Inciting, advising, or counseling of others to engage in Level 2 offenses</p>
2	<p><u>Primary Consequence:</u> Automatic Suspension Consideration Parent Meeting</p> <p><u>Possible Additional Consequences:</u> Loss of Privileges, Detention</p>	<p>Repeated Level 1 offenses</p> <p>Demeaning comments / Name calling</p> <p>Cursing/Bad language</p> <p>Lying about alleged violations committed by another scholar.</p> <p>Disrespect of Adult (e.g., sucking teeth, rolling eyes, talking back, etc.)</p> <p>Bullying / Harassment</p> <p>Leaving school premises</p> <p>Possession of Stolen Property</p> <p>Inciting, advising, or counseling of others to engage in Level 3 offenses</p>
3	<p><u>Primary Consequence:</u> Automatic Expulsion Consideration Disciplinary Hearing Parent Meeting</p> <p><u>Minimum Consequence:</u> Suspension</p> <p><u>Possible Additional Consequence:</u> Loss of Privileges, Detention</p>	<p>Repeated Level 2 offenses</p> <p>Threats, cursing, aggressive contact, or other extreme disrespect directed at an adult</p> <p>Cheating / Plagiarizing</p> <p>Lying about (falsifying, misrepresenting, or omitting information) alleged inappropriate behavior by an employee toward a scholar.</p> <p>Possession of Alcohol, Drugs, or Dangerous Weapon</p> <p>Assault / Battery / Fighting</p> <p>Inappropriate action related to sexual matters (harassment, possession/viewing of pornography, etc.)</p> <p>Destruction of Property/Theft</p>

## DESCRIPTION of SELECT OFFENSES

### **TARDINESS**

A faculty member is instructed to mark a scholar tardy if they are not in the classroom at the designated start time for that class period, unless they have a pass from Genesis faculty/staff. Faculty may require scholars to be seated by the beginning of class or an activity at their discretion.

### **ACTS OF VIOLENCE and AGGRESSION**

An act of violence is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Due to the level of seriousness, the first act of violence perpetrated by a scholar, whether directed at another scholar, or adult, is grounds for immediate expulsion. Retaliation for a prior act is not a valid excuse for a scholar to engage in violent or aggressive behavior.

Self-defense is only valid as an excuse when the following conditions are met: 1) the scholar is being physically attacked or accosted at that moment; 2) the defending scholar cannot avoid or remove himself from the threat; 3) there is no adult supervision present.

O.C.G.A. 16-3-21 states that: (a) a person is justified in threatening or using force against another when and to the extent that he or she reasonably believes that such threat or force is necessary to defend himself or herself or a third person against such other's imminent use of unlawful force.

A person is not justified in using force under the circumstances specified in subsection (a) of this Code section if he: (1) Initially provokes the use of force against himself with the intent to use such force as an excuse to inflict bodily harm upon the assailant.

The below does not detail possible consequences for acts of violence or aggression that lead to serious injury or that rise to the level of a criminal offense.

Fighting – Fighting is not allowed at Genesis. Any instance in which two (or more) scholars are engaged in striking one another (or attempting to strike one another and at least one scholar is struck) will be considered a fight. If all three of the conditions for self-defense are not met, the scholar engaged in the fight, even if he did not start the altercation, is subject to a recommendation for expulsion. For an act to be considered a fight, it must involve mutual participation.

Battery - If a scholar strikes (punches, kicks, slaps, hits, etc.) another scholar, and the other scholar does not strike back, the act may be considered battery as it relates to the offending scholar. If it is determined that any hitting occurred while both parties were involved in mutually agreed upon horseplay, the consequences will be based on guidelines for aggressive horseplay.

Pushing/Shoving – Forceful pushing and shoving of the type that causes harm, could cause harm (e.g., falling, running into a wall or object) to another individual, or leads to an altercation will be considered threat and intimidation, bullying, fighting, or battery, depending on the severity of the occurrence. If it is determined that any pushing/shoving occurred while both parties were involved in mutually agreed upon horseplay, the consequences will be based on guidelines for aggressive horseplay.

Aggressive Horseplay – Horseplay is defined as rough, physical play (e.g., slapping, elbowing, pushing, shoving, wrestling, etc.) that is engaged in with the full consent of the involved scholars. Due to the potential danger, scholars will be subject to immediate suspension if horseplay leads 1) to physical harm, 2) an altercation, or 3) involves an obviously dangerous act (i.e. pulling a chair out from under a scholar, wrestling in the bathroom, pushing or tripping someone on the stairs, etc.).

### ***WEAPONS AND DANGEROUS OBJECTS***

Possession of a weapon is not tolerated. There is no reason to bring any knife or gun to campus. Furthermore, any sharp object that is commonly intended for use as a weapon if possessed by a scholar on school grounds (e.g., brass knuckles, razor blades) will be viewed with the same level of seriousness as a knife. Possession of fireworks and explosives or the use of these items is also strongly prohibited. Items that are not clearly defined as weapons, but administration deems as dangerous, will be confiscated and returned only to a parent. Any item confiscated after being listed as a weapon will lead to suspension or expulsion.

- Automatic Expulsion – Guns or Repeated possession of banned objects deemed dangerous by administration
- Suspension - Knives, Razor Blades, Brass Knuckles, repeated possession of an item not on this list but deemed inappropriate by Administration

### ***DRUGS AND ALCOHOL***

Genesis is a drug and alcohol-free campus. Therefore, any possession or use of these substances is strictly prohibited. This rule applies for after-school events and school trips.

Possession of these substances with the intent to distribute or sell is also prohibited.

Drug paraphernalia whether possessed for use or with the intent to sell or distribute is seen as an attempt to promote the distribution and use of illegal drugs and is prohibited.

### ***DAMAGE TO PROPERTY***

Causing, or attempting to cause, damage to school property will result in the scholar and/or the parent having to pay for or replace the damaged property. Parents are still responsible for “accidental” damage caused by their scholar. Severe cases of damaging, defacing, or mutilating school property will result in a recommendation for expulsion.

### ***PROFANITY, OBSCENE ACTS, DEMEANING RACIAL STATEMENTS, AND VULGARITY***

These acts are construed as an attack on the rights and privileges of other scholars who are attempting to receive an education, and the rights of teachers to teach. Therefore, the attempt or act of projecting the above-named actions on clothing, through the written word, verbally, or through gestures, is against the philosophy of the Academy.

### ***ACT OF HATE VIOLENCE***

Causing, threatening, or attempting to cause or participate in an act of hate violence, defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation will not be tolerated. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.

### ***HARASSMENT***

Harassment is any form of uninvited and unwanted physical or verbal behavior that creates an intimidating, hostile, or demeaning environment. Examples of inappropriate behavior include:

- Verbal or physical abuse or threats
- Sexual advances
- Obscene or demeaning remarks, jokes, or insults
- Uninvited pressure to participate in illegal activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- False accusations
- Retaliation toward someone making a complaint about harassment

- Written or electronic messages (e-mail/social media entries) or other similar means, notes, and/or graffiti, containing harassing messages

### ***Sexual Harassment***

Sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Types of conduct that are prohibited and may constitute sexual harassment include:

1. Unwelcome leering, or sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching or grabbing an individual's body or clothes in a sexual way.
7. Displaying sexually suggestive objects in the educational environment.
8. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's advancement or participation in a school activity; and/or
- Such conduct has the purpose or effect of interfering with a person's work or academic performance or intimidating or humiliating a person.

### ***Bullying***

Scholars shall not engage in bullying behaviors. As per the Georgia Code section 20-2-751.4, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so.
- Any intentional exhibition or display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written (handwritten or via electronic messaging), verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts
  - It has the effect of substantially interfering with the victim scholar's education.
  - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, OR
  - It has the effect of substantially disrupting the orderly operation of the school.

Genesis will consider anyone who encourages bullying (as defined above) as being guilty of bullying

Cyber bullying is a form of harassment. Social networks such as Facebook and Twitter are popular in today's world. Any defaming information posted on social networks about fellow Genesis scholars will be seen as cyber bullying. It will be dealt with severely, as it is an attempt to isolate the receiving scholar or scholars unbeknownst to school teachers and administrators. Anyone who is aware that a scholar is being exposed to a form of harassment or cyberbullying should report it to a teacher or administrator immediately.

Parents/guardians of scholars who are victims of bullying or are found to have committed bullying behaviors will be notified.

Upon a finding by the Independent Disciplinary Hearing Officer that a scholar has committed the offense of bullying for the third time in a school year, such scholar shall be assigned to an alternate placement.

### ***Response to Harassment***

Genesis Academy is committed to equitable and swift resolution of harassment issues. Any scholar should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. Pay attention to when, where and how you were mistreated; try to remember who else may have witnessed the incident.
3. Notify the Head of Schools, school administrator or teacher. If uncomfortable doing so, a scholar should speak with a parent or another adult (who should then notify school personnel).
4. After the initial report is made, an investigation will take place by the Head of Schools, and/or his designee.

## **FACT FINDING and INVESTIGATIONS**

### **Statements**

Genesis faculty and staff are expected to provide a written summary report for any major code of conduct violations (level 2 or level 3). Genesis will make every effort to obtain statements from any and all students involved in an **incident** that constitutes a breach of the code of conduct, including alleged victim(s) and perpetrator(s). Genesis will also make every reasonable effort to obtain witness statements from any eyewitnesses or those with relevant information.

### **Video-Review**

Genesis will make every effort to review video-camera footage of any incident that constitutes a breach of the code of conduct, where the details and facts are in question. Genesis is not allowed to show parents video footage that includes scholars other than their own, unless 1) Genesis has validated approval from parents of all scholars whose faces are recognizable in the video, or 2) faces have been blurred.

### **Search and Seizure**

Genesis may use metal detectors, sniffing dogs, or other detection devices to ensure school safety. School personnel may search anything on school property such as cars, school buses, lockers, and personal belongings to ensure schools safety. Unauthorized items and/or items that threaten the safety of others will be seized and appropriate disciplinary action will be taken. To facilitate a safety search, students may be asked to empty pockets or take off shoes but will not otherwise be required to remove clothing other than outerwear.

## **DISCIPLINARY CONSEQUENCES**

Once it has been determined that a rule(s) was violated, the school administration will follow a progressive discipline process. The degree of discipline to be imposed will be in proportion to the severity of the behavior of the scholar and will take into account the scholar's discipline history, the age of the scholar and other relevant factors.

Disciplinary hearings may result in long-term suspension, or permanent expulsion from Genesis Academy.

In addition to discipline, behaviors may also be reported to law enforcement at the district's discretion and as required by law, including O.C.G.A. §§ 20-2-1184 and 19-7-5. Major offenses including, but not limited to, drug and weapon offenses, can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16.

### ***School Based Approaches***

Genesis is committed to supporting and reinforcing positive behaviors by implementing a variety of strategies that do not require direct involvement of parents. First and foremost, Genesis recognizes that many unwanted behaviors result from the lack of an active adult presence. The first and best strategy is to ensure that all adults are actively supervising and actively engaged with scholars under their charge. In the instructional setting, faculty is expected to be up and about or seated within the midst of the scholar group actively monitoring assessments or participating with discussions.

If scholar behavior does not conform to expectations, faculty is expected to engage in non-verbal behavior modification techniques first (proximity, pause and wait, etc.), and then indirect verbal techniques (e.g., address the behavior without identifying the scholar). If problematic behavior continues, faculty will use other classroom-based strategies, including, but not limited to, seat changes, in class "time-outs", reflection essays, scholar-driven action plans, loss of privileges (e.g., silent lunch, loss of free time), and/or in-school counseling

### ***Parent-Teacher Conference***

Parent Conferences may be called if a scholar's behavior is deemed to be sufficiently problematic to require parental intervention. The hope is that the scholar will be sufficiently concerned about parent involvement that it will spark a change in behavior. It is also at this point that a parent needs to be involved in setting the action plan to prevent the behaviors from continuing, which would result in more severe consequences for the scholar. The presumption is that the scholar may have unique needs or issues that only the parent may be aware of, which will inform the discussion about what interventions may be effective.

### ***Parent Observation***

A parent may be asked by a teacher to observe a scholar during class time to provide the parent with a contextual perspective on their scholar's behavior. The expectation is that the parent may be able to provide additional insight into what strategies may work to promote their scholar's positive behavior in a particular classroom environment.

### ***Scholar Removal from Class (In-School Suspension)***

In school suspension is the formal removal of a scholar from her/his class (with administrative approval) and assignment to a location supervised by appropriate personnel in another room on the school premises for a period not exceeding ten (10) consecutive school days. A scholar removed from class (assigned to in-school suspension) will be permitted to work on classroom assignments and will be counted present on the attendance register.

O.C.G.A. § 20-2-738 provides that a teacher may remove from class a student who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities or when the student poses an immediate threat to the safety of the student's classmates or the teacher. The student's behavior must be a violation of the student code of conduct. If the action that led to removal is grounds for school suspension or expulsion, policy related to those consequences will be followed (see below for sections on Suspension and Expulsion). If the removal is based upon repeated or substantial interference with instruction, the following applies:

A teacher must take the following steps to address problem behavior, prior to class removal: contact a parent for informal discussion to solicit assistance, request a formal parent conference, request that the parent to observe the scholar in the classroom, and, as required by O.C.G.A. § 20-2-735, report the scholar to administration for disruptive behavior (the parent must receive a copy of that report from administration).

***Initial Notification (of Scholar)*** - Once a school administrator confirms with the teacher that a "class removal" is in effect, the administrator will explain the Code of Conduct rule violation(s) that are the ground(s) for the removal and give the scholar the opportunity to admit or deny wrongdoing and present his explanation of the situation. If, after review, the administrator and the teacher agree that the removal is not the appropriate course of action, the scholar will be returned to class. Otherwise, the administrator will place the scholar in a temporary alternative educational setting and contact the parent.

***Initial Notification (Parent/Guardian)*** - The scholar's parent/guardian will be notified of the class removal as soon as possible, but not later than the beginning of the next school day (following the day of the removal). The initial notification may be by phone or by e-mail. That communication will serve to clarify the charge and the alleged act, and to let the parent know to expect delivery of a formal written notice (including a complete description of the alleged act) not later than the beginning of the next school day after the removal occurred. The communication will also inform the parent that they must set up a conference with an Administrator (or designee) prior to the scholar returning to the teacher's classroom.

***Formal Written Notification*** - The parent/guardian will receive formal written notification within 24 hours after the initial notification. The written notification will contain the teacher's description of the behavior(s) that led to the removal. The notification will also indicate that a conference must be arranged with the Teacher prior to the scholar returning to that class.

The written notification will be delivered to the scholar's parent/guardian either in person or to the e-mail address provided to Genesis by the parent/guardian. If notification is delivered in person, a written confirmation of delivery should be obtained. If notification is delivered by e-mail, a read receipt or a parental reply confirmation will be requested. If confirmation of receipt is not obtained within 24 hours, the notification will be sent via first class mail to the parent's last known address.

Even though there are generally no appeal rights guaranteed by law for scholars who have been removed from class, the parent/guardian may call or conference with the teacher or an administrator to discuss their scholar's discipline.

For a scholar with an active Individual Education Plan (IEP), or Section 504 plan, the removal from class must be consistent with state and federal regulations. A copy of the written notice of class removal must also be sent to the Genesis Special Education Coordinator and to the School Counselor if the scholar has an Individual Education Plan (IEP). The letter should clearly indicate that the suspension is "in-school."

## ***Suspensions***

Genesis Administration will afford the scholar oral or written notice of the charges. If the scholar denies the charges, the scholar shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story.

***Initial Notification*** - The scholar's parent/guardian will be given initial notification of the suspension as soon as possible. The initial notification may be in person, by phone, or by email. Genesis will prioritize direct communication with the parent (either in-person or by phone) when providing initial notification. That communication will serve to clarify the charge and the alleged act, and to let the parent know when to expect delivery of a formal written notice. The communication will also inform the parent that they must set up a conference with a school Administrator prior to the scholar returning to school.

If direct communication is not possible, Genesis will send an email to the address provided by the parent notifying them of the suspension and informing them to call the school. Genesis will also leave a message on the home and/or cell number provided by the parent. Due to privacy concerns, the message will state that the parent should check their email and/or call the school but will not mention suspension or provide details about any of the charges. ***Note: A suspension is still valid if reasonable efforts to contact the parent are unsuccessful.***

***Formal Written Notification*** - The parent/guardian will receive formal written notification no later than two school days after the suspension begins. The written notification will contain the charges, a description of the alleged acts, and the number of days and dates of the suspension. The notification will also indicate that a conference must be arranged with a school Administrator prior to the scholar returning to school.

The written notification will be delivered to the scholar's parent/guardian either in person or to the e-mail address provided to Genesis by the parent/guardian. If notification is delivered in person, a written confirmation of delivery should be obtained. If notification is delivered by email, a read receipt or confirmation of a parental reply will be requested. If confirmation of receipt is not obtained within 24 hours, the notification will be sent via first class mail to the parent's last known address.

Scholars under suspension or expulsion shall not participate in or attend school activities on or off campus. If less than the number of suspension days remain in the complete grading period or regular school year, the suspension/expulsion will continue into the next regular school year or complete grading period.

Even though there are generally no appeal rights guaranteed by law for scholars on short-term suspension (10 days OSS or less), the parent/guardian may call a school Administrator to discuss their child's discipline.

If the school recommends OSS for more than 10 school days, a disciplinary hearing is required and will be offered. (See section on Disciplinary Hearing)

Suspension days for any scholar with an Individual Education Plan (IEP) or Section 504 Plan should conform to applicable legal requirements (including any legal limitations of cumulative suspension days).

***Activities during Suspension*** – No scholar can participate in any school activity during the time they are suspended. There are no exceptions.

***Return to School*** - Before a scholar is permitted to return from a suspension and attend class, it is expected that the parent or guardian schedule and attend a conference with a school Administrator to devise a disciplinary and behavioral correction plan. At the discretion of the Head of Schools, a teacher, counselor,

or other person may attend the conference. The conference will be noted in the scholar's permanent file. Failure of the parent or guardian to attend will not preclude the scholar from being readmitted to the school but will result in the scholar being placed in In-School suspension until the parent attends the conference. While in In-School Suspension, the scholar will be provided with his work for the day and instructional support.

Genesis may, by petition to the juvenile court, proceed against a parent or guardian of a chronic disciplinary problem scholar if administrative personnel believe the parent or guardian has willfully and unreasonably failed to attend a requested conference.

### ***Expulsion***

An expulsion will be reserved for scholars whose conduct is of an egregious nature. Expulsion might also be considered when a scholar is so repeatedly disruptive or disrespectful that a teacher and classroom cannot function, or when a scholar despite repeated interventions and suspensions shows no evidence of desiring to change the problem behaviors such as continued and willful disobedience and/or open defiance of authority. In such cases, expulsion will only be considered as a last resort and a scholar would have to be one who has not responded to other forms of discipline and support.

It is difficult to list all possible acts that could lead to expulsion. However, Genesis has made a concerted effort to be as thorough as possible in listing the most likely actions to occur that would lead to a recommendation for expulsion. The list presented below cannot be considered exhaustive; a scholar may engage in egregious behavior that is not listed. Scholars are subject to expulsion if they are found to have done any of the following:

1. Caused, or attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is agreed to by the Head of Schools (or designee).
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance as defined by Title 16 of the Official Code of Georgia, or alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated the sale of any controlled substance, an intoxicant of any kind, and subsequently sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine, cigarettes, smokeless tobacco, or chew packets.
9. Committed an obscene or sexually explicit act or engaged in habitual profanity or vulgarity.
10. Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
11. Repeatedly disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Engaged in acts of intimidation or harassment directed at school employees, contractors, or volunteers.

14. Caused or participated in a fight, or violently and aggressively hit another scholar
15. Committed any act of academic dishonesty (plagiarism, cheating, etc.)

There will be zero tolerance for bringing a gun or deadly weapon to school or for any assault on school employees or scholars.

For a scholar to be expelled, the process must be approved by the Head of Schools. The scholar will first be suspended for ten (10) days, the maximum allowed at the Head of Schools' discretion, with a recommendation for an expulsion. Once the suspension is initiated, the disciplinary hearing process is initiated.

### ***Bus Behavior and Consequences***

If bus transportation is offered (e.g., for field trips) Genesis will consider the bus an extension of the school, and the bus driver the equivalent of Genesis faculty and staff in terms of the authority to manage scholar behavior. Bus transportation is not a service that is required by the state of Georgia and must therefore be considered a privilege that can be taken away if abused. Scholars are expected to follow the same behavioral rules that they do when in the school building (see descriptions above for Level 1, 2, and 3 violations).

In addition, there are rules that are specifically designed to ensure the safety of bus riders:

1. Scholars must always remain seated while the bus is traveling between stops
2. They should not extend their legs or feet into the aisle
3. No part of a scholar's body should ever be extended out of the window
4. Scholars must remain completely silent at railroad crossings
5. Scholars may use personal electronic devices (at the driver's discretion and if an Electronic Device contract is on file at Genesis), but headphones must be used at all times.
6. Scholars may talk, but only at the driver's discretion to ensure the noise level is not a distraction
7. The emergency door is only to be used when directions are given by the driver to do so.
8. Scholars must move away from the bus doors immediately after exiting
9. Scholars should cross ten feet in front of bus and only after the bus and all other traffic has come to a complete stop. Scholars should look both ways before crossing.
10. Scholars must ride assigned bus and enter and exit at assigned stops. Change requests must be submitted to Genesis in writing. Changes do not go into effect until parents receive a response from Genesis' staff.
11. Food/drink may only be consumed on the bus at the discretion of the bus driver / bus company

Because rules 1 through 10 are important for the safety of all scholars involved, failure to comply with those rules will be considered a Level 2 violation and grounds for immediate suspension from the bus. Repeated "Level 2" offenses that occur on the bus are likely to result in suspension from riding the bus for increasingly longer stretches of time, and ultimate expulsion from the bus. For serious offenses (i.e., Level 3) permanent expulsion from the bus and from school will be recommended.

### ***Off-Campus Misconduct***

Off-campus misconduct for which a scholar shall be disciplined includes, but is not limited to, any off-campus conduct that is:

1. Prohibited by the Georgia or United States criminal codes; and
2. Punishable as a felony or would be punishable as a felony if committed by an adult; and
3. Conduct which could result in the scholar being criminally charged with a felony or conduct for which a scholar has been arrested, indicted, adjudicated to have committed, or convicted; and
4. Conduct which makes the scholar's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

See O.C.G.A. § 20-2-751.5(c).

## **DISCIPLINARY HEARING PROCEDURES**

Hearings will be held as noted in this procedure and/or as required by applicable authority. Any recommendation of long-term suspension or expulsion will result in a hearing being scheduled for a scholar. The hearing should be held within ten (10) school days after the first day of suspension.

Any confiscated drugs, weapons or other criminal evidence should be transferred to the East Point police until needed for use during a disciplinary hearing and/or criminal case.

The Administrator in charge of discipline (or designee) will contact the Head of Schools and initially report the incident as soon as practicable after the occurrence. The designated Administrator (or designee) should furnish the Head of Schools, within two (2) local school-work days after the incident, the following information and documentation:

*witness/scholar statements; current year academic record (including progress reports); attendance record; complete behavioral record (include all write-ups and documents in permanent record and current year files); anecdotal report citing discipline, attendance and academic records, and behavioral interventions tried at Genesis to date, including SST/RTI referral, counseling sessions, and parent/guardian conferences with dates, reasons, and results; copy of police report (if any); special education, Section 504 or SST status (active enrollment or referral for any of these programs); SST/RTI reports; copy of the currently approved suspension letter that includes the administrator's recommendation for consequences, and any other information or evidence relevant to the incident(s).*

**Written Notice of Hearing:** When Long-Term Suspension or Expulsion is recommended by the school, a disciplinary hearing is required. The Head of Schools shall provide written notice of the relevant procedures to the scholar's parent/guardian. The notification shall include the following:

1. A brief statement of the act(s) scholar is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
2. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
3. A copy of the Disciplinary Hearing procedures included in this document.
4. The date, time and place of the hearing.
5. Whether witnesses are expected to be called at the hearing and a short summary of evidence that may be presented.
6. A statement that a hearing is required unless the parent/guardian waives the hearing.
7. A statement that at the hearing the scholar is entitled to be represented by an advocate (spokesperson) of his choice, including an attorney if so desired.
8. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

**Delivery of Notification:** The notice of hearing shall be delivered to the scholar and his parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

**Continuance:** If good and sufficient cause exists, the Head of Schools may reschedule a hearing. Upon rescheduling, the Head of Schools must provide written notice of the rescheduled date and time of the

hearing to the scholar's parent/representative/attorney either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation.

The scholar's parent/representative/attorney may request a continuance of the hearing from the Head of Schools. Continuances should be requested no later than 24 hours in advance of the scheduled hearing date and time. Extenuating circumstances should be presented to the Head of Schools for approval.

If a continuance is requested or caused by the parent/scholar's representative, the scholar will continue to serve his recommended school level discipline (ISS or OSS) during the time of the continuance and until the hearing is conducted and the Independent Hearing Officer has rendered a decision. If the continuance requested by parent/scholar's representative requires that the hearing occurs outside the 10-day maximum for suspensions, it is understood that the parent is knowingly waiving the right to accuse Genesis of not following approved due process procedures.

**Waiver of Hearing:** If the parent/representative/attorney waives the hearing, they may do so by requesting a waiver from the Head of Schools prior to the notified date and time of the hearing. If no waiver request is received, or if the hearing may not be waived by the scholar's parent/representative/attorney, the hearing will be held as scheduled, whether or not the scholar/parent/representative/attorney chooses to participate.

**Record of Proceedings:**

a. A verbatim record of the hearing shall be made and shall be available to all parties upon request. The cost of recording shall be borne by Genesis. Parents/scholar's legal counsel may request a copy of the recording. The cost of copies will be borne by the requestor.

b. A written transcript will be prepared by the Independent Hearing Officer if the Board so requests; or if the decision of the Board is appealed to the State Board of Education.

**Burden of Proof:** The burden of proof is a preponderance of the evidence (more likely than not) and shall be on the school.

**Legal Representation/Involvement of an Attorney:** If the scholar is represented by an attorney, the Board attorney may be present. The Board attorney shall advise the Independent Hearing Officer as necessary. The scholar/parent/guardian must notify the Head of Schools not less than 48 hours prior to the hearing if the scholar may be represented by an attorney. Failure to give such notice can result in the hearing being continued so the Board's attorney may be present.

**Presentation of Evidence:** The evidence for the school and scholar/scholar representative (if present) shall be presented to the Independent Hearing Officer. The administrator representing the school, the Board attorney, the scholar's representative, and the Independent Hearing Officer are entitled to question witnesses about any matters which are relevant to the charges against the scholar or the appropriate discipline. The Independent Hearing Officer has the authority to limit unproductively long or irrelevant questioning.

**Procedural Objections:** Objection to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with the Head of Schools no less than 24 hours prior to the time the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

**Independent Hearing Officer:** Disciplinary Hearings will be conducted by an Independent Hearing Officer. The Hearing Officer will be approved by the Board but must also be qualified as per the requirements of SBOE rule 160-4-8-.15. The Independent Hearing Officer will serve as the presiding officer(s) and will rule on issues of procedure and admissibility of evidence presented during the hearing.

The Independent Hearing Officer, after conducting the hearing and receiving all evidence, shall render a decision based solely on the evidence received at the hearing and shall determine if the recommendation forwarded by the school will be upheld. If not, the Independent Hearing Officer may recommend other disciplinary action, such as, short-term suspension, long-term suspension, expulsion or no action at all.

**Appeals:** Any party may appeal the hearing decision to the Genesis Board by filing a written notice of appeal within twenty (20) calendar days of the date of decision. The appeal letter should be addressed to the attention of the Chairman of the Board of Genesis Academy and delivered to Genesis Academy (the letter must be a hard copy; e-mail is not an acceptable format for an appeal letter). The letter should contain specific reasons for the appeal that relate to the procedural or legal violations that require an additional hearing.

The Genesis Board shall have the authority to suspend the decision of the disciplinary hearing officer during the period of appeal by the scholar to the Genesis Board. Upon the appeal of a decision of the Independent Hearing Officer to the Genesis Board, the Genesis Board will address the appeal at its next called meeting and render its decision within 10 days after that meeting, excluding weekends and public and legal holidays. The decision shall be in writing and a copy shall be provided to the scholar/parent/guardian, and the Head of Schools.

The Genesis Board will discuss the appeal in Executive Session. The parties shall have the right to be represented by legal counsel during the appeal to provide clarification, if needed by the Board, during its review. The Genesis Board's review will be based solely on the record and written arguments submitted by the scholar (and family) and the Head of Schools if briefs are submitted. The Genesis Board shall not hear any oral arguments as part of any appeal, nor shall it consider any evidence that was not presented at the disciplinary hearing.

The Genesis Board may take any action it deems appropriate. Any party may appeal the Genesis Board's decision to the State Board of Education pursuant to O.C.G.A. §20-2-1160 (b) through (f) and regulations of the Georgia Board of Education governing such appeals. If an appeal to the State Board is requested, a written transcript of the disciplinary hearing will be prepared and submitted to the State Board as provided in this Rule. The decision of the Genesis Board will not be suspended during the State Board appeal period.

**Scholars with Disabilities:**

Nothing in this Code of Conduct shall be construed to infringe on any right provided to scholars pursuant to the Federal individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans with Disabilities Act of 1990.

Any scholar who is receiving special education services or has been identified as a scholar with a disability under the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act, and whose acts are determined by the school Administration to warrant long term suspension or expulsion, will be scheduled for a disciplinary hearing as per the aforementioned process (which applies to all scholars).

Prior to the disciplinary hearing, the disciplinary documentation, and a copy of the scholar's IEP (and other documents relevant to understanding of the scholar's disability) will be referred to the IEP/504 Committee prior to a disciplinary hearing for a Manifestation Determination meeting. The IEP/504 committee is responsible for determining if the scholar's conduct is a manifestation of his disability and whether such conduct warrants a change in placement or amendments to the Individual Education Plan (IEP) or 504 Plan.

If the IEP/504 committee determines that the scholar's conduct is a manifestation of the scholar's disability, the school will follow the recommendation of the IEP committee as it pertains to amendments of an IEP or 504 Plan.

If the IEP or Section 504 committee determines that the scholar's conduct is not a manifestation of the scholar's disability, the Disciplinary Hearing will proceed as scheduled within 10 days of the Manifestation Determination meeting, and within the parameters stated in this document. The IEP/504 committee will recommend a change of placement to ensure that the student is being served until the date of the Disciplinary Hearing. Nothing in this rule shall alter or adversely affect the rights of scholars with disabilities under applicable federal and state laws.

### **Group Hearing:**

When scholars are charged with violating the same rule(s) and have acted in concert, and the facts are basically the same for all scholars, a group hearing may be conducted for them if the Head of Schools believes that the following conditions exist: (a) a single hearing will not likely result in confusion and (b) no scholar will have his/her interests substantially prejudiced by a group hearing.

If during the disciplinary hearing, the Independent Hearing Officer find that a scholar's interests will be substantially prejudiced by the group hearing, they may order a separate hearing for that scholar. Any scholar objections to participation in a group hearing should be in writing and received by the Head of Schools no less than 48 hours before the hearing.

### ***Discipline and Individuals with Disabilities Education Act (I.D.E.A)***

Scholars with disabilities have the same rights and responsibilities as other scholars and may be disciplined for the same behavioral offenses as listed above. If a scholar with disabilities has an IEP that includes disciplinary guidelines, then that scholar will be disciplined according to those guidelines as required by I.D.E.A. Scholars for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above.

## **STUDENT AND FAMILY RIGHTS**

### ***Scholar Records and FERPA***

#### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.
  - Parents or eligible students who wish to inspect their child's or their education records should submit to the Head of School (or appropriate school official) a written request that identifies the records they wish to inspect.
  - The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- Parents or eligible students who wish to ask the school to amend their child's or their education record should write the Head of School (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed.
- If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.
- Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent include disclosures to:
  - School officials with legitimate educational interests. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. A school official includes:
    - Any person employed by Genesis as an administrator, instructor, support staff member, or a person serving on the school board.
    - A volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist
    - A parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
    - Authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
      - These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
    - Individuals or organizations in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
    - State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
    - Organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
    - Accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
    - Parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- Entities that are legally authorized to require school to comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
  - Appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Entities seek access to information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
  - An agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
  - The Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))
- Parents and eligible students have a right to inspect and review the record of disclosures of PII. **Note:** Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure.

## Disclosure of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the school may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include information from your child’s education records in certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations (e.g., class ring manufacturers, yearbook publishers, etc.) without a parent’s prior written consent.

In addition, Genesis is considered both a school and a district/local educational agency (LEA). Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Genesis to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent, you must notify the school in writing within five business day of your child’s first day of attendance. Genesis has designated the following information as directory information:

- Student’s name

- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

## Filing FERPA Complaints

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

## Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* to a survey before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use:
  1. Protected information surveys of students and surveys created by a third party;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Genesis will directly notify (via email, text message, or communication app, etc.) parents of students who are scheduled to participate in the specific activities or surveys noted below. The notification will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Genesis will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys.

Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## *Right to Know – Teacher Qualifications*

In compliance with the requirements of the “Every Students Succeeds Act” (ESSA), Genesis Innovation Academy must supply parents with information about the professional qualifications of their student’s teacher(s) and/or paraprofessional(s) upon request. The following information may be requested:

- Whether the student’s teacher
  - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - Is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child’s teacher’s and/ or paraprofessional’s qualifications, please contact your Academy Director at 404-990-3844.

## *Student Reporting of Inappropriate Adult Behavior*

- (a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
- (b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee is required to report it the Head of Schools (or designee) within 24 hours.
- (c) If the Head of Schools (or designee) receives a report of sexual abuse as defined in O.C.G.A. 19-7-5, he/she shall make a report to the designated child welfare agency within 24 hours.

For more details, see the Policy on Student Abuse Reporting.

## *Parent/Guardian Grievance Procedure* :

Genesis Academy is committed to keeping the lines of communication open between parents and school staff, and to developing positive, productive relationships with all of the families served. Should a parent/guardian of a scholar at Genesis feel that an issue has not been adequately addressed or resolved, however, s/he should use the following grievance procedure (except for Expulsion decisions outlined above):

**Step One - Informal Discussion:** A parent/guardian having a problem, complaint, or dispute, either with a teacher or with a member of the administration, shall make every effort to resolve the matter through informal discussion with the person with whom s/he has the problem, complaint, or dispute, within five working days of the occurrence or cause of such matter.

**Step Two - Administrative Review:** If the matter cannot thus be resolved through informal discussion, the aggrieved parent/guardian may make a request for a face-to-face meeting with the Head of Schools and any other person or persons whose actions or decisions give rise to the matter.

**Step Three - Review by the Board of Directors:** If the aggrieved parent/guardian remains unsatisfied after undergoing the administrative review process, s/he may, within ten business days after receipt of the Head of Schools' decision, file a written grievance, either electronically or through the regular mail, with the Board of Directors. The Board will ensure that the administrative review process has been completed before addressing the concerns of the aggrieved parent/guardian. The Board will respond within five working days of receipt of such grievance, by acknowledging such receipt to the aggrieved parent/guardian and informing the aggrieved parent/guardian of (a) the date, time and location of the next meeting of the full Board of Directors, and (b) the aggrieved parent/guardian's right to appear at such meeting, voice his/her complaints, and bring witnesses to support his/her position. A Board representative will also inform the Head of Schools and any staff members directly impacted that a grievance has been filed.

At the next full board meeting, during executive session, the aggrieved parent/guardian will be given the opportunity to present his/her grievance, including any witnesses who will speak on his/her behalf.

The Head of Schools and/or any staff member directly impacted will be given the opportunity to speak. The Board Chair may limit the time of presentations as s/he deems appropriate. The members of the Board will also have an opportunity to ask questions of the parent/guardian, the witnesses who speak on his/her behalf, and the staff members. After the questioning, the Board will go into executive session

(board members only) to discuss the matter. The Board will vote on a resolution of the matter, and the Board Chair will issue the Board's written decision within ten business days after the board meeting at which the grievance was heard. All members of the Board, the Head of Schools, the aggrieved parent/guardian, and the staff member(s) directly impacted will receive a copy of the Board's written decision.

Parents may refer to the Genesis Grievance Policy for additional information.

## Appendix A – Policy: Use of Personal Electronic Devices (PEDs)

### Overview

Genesis generally prohibits scholars from possessing and using cell phones on campus due to serious issues related to:

- The sharing of inappropriate content
- Cyber-Bullying
- Generation of addictive behaviors
- Scholar disregard of typical values
- Connection to peers and adults with questionable motives
- Parent-Child communication during school day

If an exception is deemed warranted by administration, parents and scholars should consider the possession of cellular telephones or other personal electronic devices used for communication as a privilege. The privilege is extended in acknowledgement of special circumstances that may make before-school or after-school communication with a scholar a priority for many families. The privilege may also be extended by teachers on certain days (e.g., digital learning days) to allow scholars alternate means of accessing course content or communicating with parents (e.g., on a field trip), at the teacher's discretion. However, *due to the potential disruption a cellular telephone or PED may cause to the instructional environment, the disciplinary actions outlined below will be strictly enforced for any scholar provided with permission to have a PED on campus.*

***Note: The term “PED” will be used to refer to any personal electronic device used for communication, game playing, picture taking, song playing, or other actions which can disrupt the instructional environment.***

### Terms of Use: If an Exception is Granted

1. A parent must secure approval for a child to have a PED and fill out a PED contract
2. The use of a PED is forbidden for all scholars from the time a scholar arrives at school until they are dismissed at the end of the school day, *unless explicitly directed by a teacher or staff member to use a PED.*
3. PED devices must always be turned off (not on silent or other settings).
4. PEDs should be out of sight and stored in a scholar's book-bag or other storage bag or container where school supplies are stored. (For instance, storage in clothes pockets is not acceptable.)
5. Scholars are prohibited from using PEDs during *all* emergency situations unless the scholar is directed to use a cellular telephone by a teacher or staff member.
6. Scholars may use PEDs during after-school activities as allowed by the Head of Schools or the supervising staff member.

7. Use of PEDs to photograph, audio record, or videotape on school grounds, on the school bus, or during school sanctioned activities is not allowed at any time without the expressed, written consent of the scholars, staff members or other persons being photographed or recorded.
8. All staff members have the right to confiscate PEDs when used in violation of the above policy. If a scholar refuses to relinquish a phone or other device to a school staff member, the staff member will call the parent, refer the scholar to school administration, or both.
9. Genesis Academy assumes no liability for the theft, loss or damage of cellular telephones possessed by scholars on school property or held by school officials during the confiscation period.

### **Disciplinary Consequences and Actions (for those WITH a contract)**

1. **First violation:** The device will be confiscated and returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item.
2. **Second violation:** The device will be confiscated, the scholar will lose the privilege of bringing a cellular telephone to school for a month, and the telephone or device will be returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay a \$25 fine. The device will be held until the fine is paid.
3. **Third violation:** The device will be confiscated, the scholar will lose the privilege of bringing a cellular telephone to school for the remainder of the year, the scholar will be fined \$50.00 and receive a one day out-of-school suspension. The PED will be held until the fine is paid and the scholar serves the suspension.
4. **Fourth (or more) violation:** The device will be confiscated, and the scholar will receive a three (3) day out-of-school suspension. The device will be held until the end of the year, or until the scholar serves the suspension and the parent pays a \$100 fine.

### **Disciplinary Consequences and Actions (for those WITHOUT a contract)**

1. **First violation:** The device will be confiscated and returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item. The scholar will lose the privilege of using the device at school for the remainder of the year.
2. **Second violation:** The device will be confiscated and returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay a \$25 fine. The scholar will serve a 1-day suspension.
3. **Third violation:** The device will be confiscated and returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay a \$50 fine. The scholar will serve a 3-day suspension.
4. **Fourth (or more) violation:** The device will be confiscated and returned only to the parent/legal guardian who must schedule a conference at the school to retrieve the item and pay a \$100 fine. The scholar will serve a 3-day suspension.

### **Disciplinary Consequences and Actions (Other)**

Photographing, audio recording or videotaping on school property is not allowed at any time without the expressed, written consent of the scholars, staff members or other persons being photographed or recorded. **A violation will result in the device being confiscated and will result in the scholar's loss of the privilege of possessing a PED on school property for one (1) calendar year and a fine of \$50.00.**

Use of a PED during a test or quiz shall be considered a violation of the academic integrity policy. **Any violation will result in the device being confiscated and will result in the scholar's loss of the**

**privilege of possessing a cellular telephone or PED on school property for one (1) calendar year, a fine of \$50.00, and the scholar will be subject to the consequences outlined for academic dishonesty.**

## Appendix B: Scholar Commitment Contract

Below is a contract that signifies each scholar's responsibilities.

### Attendance

- \_\_\_\_\_ I will make sure I am ready to come to school every day on time.
- \_\_\_\_\_ I will make sure that an adult signs me in to the office should I arrive late to school.

### Organization and Supplies

- \_\_\_\_\_ I will ensure that I come to school every day with necessary school supplies.
- \_\_\_\_\_ I will check my book-bag and binders regularly to ensure that I am organized for school.
- \_\_\_\_\_ I will write down my homework assignments each day and check the list each day.
- \_\_\_\_\_ I understand that my family is responsible for costs of any missing or damaged books, computers, or other materials assigned to me by Genesis.

### Academic Support

- \_\_\_\_\_ I will make sure that I promptly make up missed work following absences.
- \_\_\_\_\_ I will work hard to complete assignments each day and with a high standard for quality
- \_\_\_\_\_ I understand that I may miss extra-curricular activities or "specials", or serve detention or attend Saturday School, in order to make-up missing or inadequate work
- \_\_\_\_\_ I understand that I cannot be excused from these make-up requirements unless there is a family emergency, religious observance, or illness.
- \_\_\_\_\_ I commit to checking Power School weekly to make sure I am aware of my academic progress. It is my responsibility to inform Genesis staff if I have difficulty accessing Power School.

### Behavior

- \_\_\_\_\_ I will not make excuses for my poor choices but will work to improve my behavior.
- \_\_\_\_\_ I understand that my parent will be contacted if I exhibit consistently poor behavior
- \_\_\_\_\_ I understand that my poor behavior will lead to consequences; in particular, I understand that serious offenses (e.g., fighting, stealing, cheating, and extreme disrespect) will result in a ten (10) day suspension and a referral for expulsion. (*See Handbook for details.*)
- \_\_\_\_\_ I understand that I am responsible for poor academic performance that results from class removals due to poor behavior
- \_\_\_\_\_ I understand that I will not be allowed to return to class after a suspension until after my parent meets with Genesis staff in person.
- \_\_\_\_\_ I understand that unauthorized items (cell phones, watch, jewelry, games, etc.) will be confiscated and held for parent pick-up in accordance with Genesis policy
- \_\_\_\_\_ I understand that I am liable for the cost of damages (to school facilities or others' personal property) that I cause.

### Promotion Policies

- \_\_\_\_\_ I understand that I must pass all core academic classes with a grade of 70 or higher in order to be promoted to the next grade (or to earn credit for a class if I am in high school)
- \_\_\_\_\_ If I am struggling during the school year, I will seek help by enrolling in After School Tutorial, Saturday School, or working with my teachers outside of normal class time.

### **Uniform Policy**

- \_\_\_\_\_ I will ensure that I come to school in proper dress according to the Genesis Dress Code.
- \_\_\_\_\_ I understand that if I come to school out of uniform based on being irresponsible, there will be consequences designed to encourage me to comply with the Dress Code

### **Health and Nutrition**

- \_\_\_\_\_ I will do all that I can to make sure that eat a nutritious breakfast and lunch every day.
- \_\_\_\_\_ I will not come to school with junk food (as defined by Genesis policy) of any kind. I understand that Genesis reserves the right to confiscate and discard any junk food items.
- \_\_\_\_\_ I agree to do all I can to get 8 hours of sleep each night.

### **Other**

- \_\_\_\_\_ I agree to attend all scholar-parent-teacher conferences to discuss my progress in school
- \_\_\_\_\_ I agree to support my school by participating in fundraising efforts and attending school-sponsored events on a regular basis.
- \_\_\_\_\_ I understand that it is my responsibility to give my parent(s) any and all Genesis documents that are addressed to my parent(s), without opening those documents first.
- \_\_\_\_\_ I agree to inform a teacher or other adult in school about any issue that might prevent me from following the expectations in this document or in the Genesis Family Handbook.

### **SIGNATURE PAGE**

Your signature acknowledges agreement with the above expectations.

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Scholar Name Printed

\_\_\_\_\_  
Date

## Appendix C: Parent Commitment Contract

Below is a contract that signifies each school member's responsibilities.

### Attendance

- \_\_\_\_\_ I will make sure that my scholar comes to school every day on time
- \_\_\_\_\_ I will make sure that my scholar is signed in by an adult if he arrives late to school
- \_\_\_\_\_ I commit to ensuring that my scholar remains in school the entire day
- \_\_\_\_\_ I will make sure that my scholar is picked-up every day from school on time
- \_\_\_\_\_ I understand that 3 late arrivals are treated as 1 absence for truancy reporting
- \_\_\_\_\_ I understand that five unexcused absences are a violation of state truancy law and my family may be reported to truancy officials
- \_\_\_\_\_ I understand that any absence is unexcused if Genesis is not provided with a note regarding illness, family emergencies, or religious observance.
- \_\_\_\_\_ I understand that picking-up my scholar late may result in a fine which I will be expected to pay (or dispute in writing)

### Organization and Supplies

- \_\_\_\_\_ I will make sure my scholar comes to school every day with necessary school supplies
- \_\_\_\_\_ I will check my scholar's book-bag and binders regularly to monitor organization
- \_\_\_\_\_ I will make sure my scholar tracks homework assignments (list, agenda, etc.) and checks it daily.
- \_\_\_\_\_ I understand that I am responsible for costs of any missing or damaged books, computers, or other materials assigned to my scholar by Genesis

### Academic Support

- \_\_\_\_\_ I will make sure that my scholar promptly makes up missed work following absences.
- \_\_\_\_\_ I agree to check my scholar's homework daily for completeness and quality.
- \_\_\_\_\_ I will work to provide my scholar with a quiet place to study at home
- \_\_\_\_\_ I understand that my scholar may miss extra-curricular activities or non-core courses, may be required to serve lunch or after school detention, or attend Saturday School in order to make-up missed, incomplete, or inadequate classwork or homework
- \_\_\_\_\_ I understand that my scholar cannot be excused from these make-up requirements unless there is a family emergency, religious observance, or scholar illness.
- \_\_\_\_\_ I commit to checking Power School weekly to make sure I am aware of my scholar's progress. I know that it is my responsibility to inform Genesis staff if I have difficulty accessing Power School

### Behavior

- \_\_\_\_\_ I agree to promote / support the behavioral rules outlined in Genesis's Family and Scholar Handbook
- \_\_\_\_\_ I will not make excuses for my scholar's poor choices, but will work with Genesis to help improve my scholar's behavior

- \_\_\_\_\_ I commit to creating and monitoring a Behavior/Accountability “Contract” at home for my scholar
- \_\_\_\_\_ I understand that poor behavior may lead to detentions (lunch, after-school, Saturdays) or in-school suspensions, and that my scholar cannot be excused except for emergencies or illness
- \_\_\_\_\_ I understand that my scholar is subject to more severe discipline if he “skips” a school detention.
- \_\_\_\_\_ I understand that my scholar exhibits poor behavior in class I will be contacted; if poor behavior continues my scholar will be removed from class until I can attend with him
- \_\_\_\_\_ I understand that I and my scholar are responsible for poor academic performance that results from class removals due to poor behavior
- \_\_\_\_\_ I understand that fighting, stealing, cheating, and extreme disrespect of adults will result in an automatic three (3) day suspension and a referral for expulsion. *(See Handbook for details.)*
- \_\_\_\_\_ I understand that my scholar will not be allowed to return to class after a suspension until after I meet with Genesis staff in person.
- \_\_\_\_\_ I understand that unauthorized items (cell phones, watch, jewelry, games, etc.) will be confiscated and held for parent pick-up in accordance with Genesis policy
- \_\_\_\_\_ I understand that I am liable for the cost of damages (to school facilities or others’ personal property) caused by my scholar

### **Promotion Policies**

- \_\_\_\_\_ I understand that my scholar needs to pass all core academic classes with a grade of 70 or higher in order to be promoted to the next grade
- \_\_\_\_\_ If my scholar is struggling during the school year, I will seek help by enrolling him in After School Tutorial, Saturday School, or seeking additional support from the Student Support Team.

### **Uniform Policy**

- \_\_\_\_\_ I will ensure that my scholar comes to school in proper dress according to the Genesis Dress Code.
- \_\_\_\_\_ I agree to purchase uniform items from Genesis’s chosen vendor as indicated by Genesis Dress Code.
- \_\_\_\_\_ I understand that if my scholar comes to school out of uniform, I may be required to bring appropriate uniform items, or my scholar may have to wear alternative uniform items.

### **Health and Nutrition**

- \_\_\_\_\_ I will make sure that my scholar comes to school with a nutritious breakfast and lunch every day or I will make arrangements with the school to provide him with breakfast and/or lunch.
- \_\_\_\_\_ I will not send my scholar to school with junk food (as defined by Genesis policy) of any kind. I understand that Genesis reserves the right to confiscate and discard any junk food items.
- \_\_\_\_\_ I agree to pay all charges associated with breakfast and lunch in a timely manner.

## Family Support

- \_\_\_\_\_ I agree to support my scholar's academic growth by communicating regularly with my scholar's teachers and by attending all parent-teacher conferences.
- \_\_\_\_\_ I agree to participate in all school wide fundraising efforts and to attend family meetings and school sponsored events on a regular basis.
- \_\_\_\_\_ I agree to become an active member of Genesis's parent organization.
- \_\_\_\_\_ I agree that my family will volunteer at least 20 hours per year to support Genesis in any approved capacity
- \_\_\_\_\_ I agree to communicate my concerns professionally and cordially to Genesis staff.
- \_\_\_\_\_ I understand that Genesis will use e-mail (not hard copies) as the primary source of communication, except for vital documents. I will inform Genesis if e-mail is not a good option for our family.
- \_\_\_\_\_ I commit to informing Genesis of any changes to my contact information.
- \_\_\_\_\_ I agree to request all conferences at least 48 hours in advance.
- \_\_\_\_\_ I agree to communicate any hardship to the school that might prevent me from keeping any commitment outlined in this document or the Genesis Family Handbook.

## SIGNATURE PAGE

Your signature acknowledges agreement with the above requirements.

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Scholar Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academy Director

\_\_\_\_\_  
Date

## Appendix D: Handbook Signature Page

I, \_\_\_\_\_, parent/guardian have reviewed the Genesis Innovation Academy Family and Scholar Handbook.

My acknowledgement complies with requirement of Title II A (Section 2.02) of the Federal No Child Left Behind Act.

Scholar's Name	Parent/Guardian Signature
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We have reviewed the handbook and will do our best as a scholar, and as a parent/guardian, to support the policies of the school.

I understand, per Georgia law (O.C.G.A. § 20-2-690.1(b)), that any scholar that accrues five (5) days of unexcused absences in a given school year will be considered truant, which may lead to involvement of social services and/or court proceedings.

I also understand that Genesis policies that are included in this handbook may change, and that new policies may be introduced. If any such change occurs, I understand that I will be notified and given the opportunity to review that change. By signing below, I agree to support those policy changes that I am made aware of (or to notify Genesis in writing if I do not support those changes and wish to appeal the policy change to the Board or withdraw my scholar from Genesis).

Scholar Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if grade 4 or above)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return this page to Genesis within one week of receipt.**

Georgia Code Section 20-2-751.5(c) requires that when distributing a scholar code of conduct, a local school shall include a form for acknowledgment of the scholar's parent or guardian's receipt of the code, and the local school shall solicit or require that the form be signed and returned to the school.