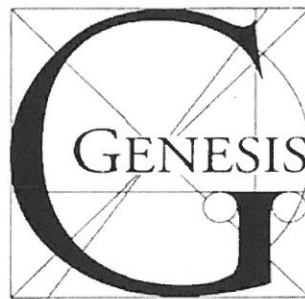


Student Handbook



*New Beginnings for
Over 35 Years*

August 2019

The Genesis Mission Statement

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

It Is Our Belief That:

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

Statement of Organizational Goals

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

WELCOME STUDENTS

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

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

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

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

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

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

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

Terry Adams
Chairman of the Board

Cassie Wells
Executive Director

Melissa Adams
Asst. Executive Director

Grading Scale

For Grades 1-4:

A	90-100
B	80-89
C	70-79
D	60-69
F	50-59

For Grades 5-12:

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

Honor Roll

A student is awarded Honor Roll, when he or she earns an 85% average of all subjects.

Grading Procedures

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

Homework

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

Transition Requirements

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

Graduation Requirements

As a State-approved school, the Tennessee Department of Education determines the graduation requirements. Four diploma types are offered.

Special Education Diploma

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

Occupational Diploma

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

Alternate Academic Diploma—Starting 9th graders during 2018-2019

- Students must satisfactorily complete an Individualized Education Program (IEP).
- Students must have satisfactory records of attendance and conduct
- Students must satisfactorily obtain 22 credits
- Students must complete transition assessments that measure, at a minimum postsecondary education and training, employment, independent living, and community involvement
- Students must have participated in the high school alternate assessments

General Education Diploma

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

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

Genesis GOALS

1. **Give Respect**
 - Speak with good purpose
 - Use kind words and actions
 - Use materials and treat the classroom respectfully
 - Listen while others are speaking
 - Keep area clean and organized
2. **On Task**
 - Actively participate in class
 - Remain awake in the classroom
 - Make a best effort on class assignments
 - Complete all class work
3. **Appropriately Dressed**
 - Follow dress code
 - Keep shoes on at all times
 - Keep hoods and hats off
4. **Listen to Directions**
 - Follow directions first time asked
 - Follow classroom and school rules
5. **Safe Behavior**
 - Remain in assigned area or with assigned staff at all times
 - Handle problems peacefully
 - Walk calmly in public areas
 - Follow safety instructions from staff
 - Respect the building and property

Class Store

During designated times of the school day, students will be able to shop for items in their classroom store using their classroom dollars. Classroom dollars are earned throughout the day by exhibiting positive behavior and character traits from the above GOALS.

Individual Contracts

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

Goal Trip

Every student will have 1-2 goals. Goals are based on the individual needs of the student per the IEP, FBA/BIP, and observed behavior.

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

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

Example Goal: Bobby will follow directions within 2 prompts.

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

To determine daily goal score use the following.

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

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

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

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

Students who achieve at least 80 % mastery on their goals for the week will earn goal trip. Students must be present 3 days of the week to earn goal trip.

Goal trips may consist of going off campus or remaining on campus. Off-campus goal trips may include bowling, going to the park, museums, zoo, etc. On-Campus goal trips may include a cooking activity, Art Activity, Movie, etc.

Dress Code Policy

Acceptable Standard School Attire at Genesis

1. Denim or pants. This includes shorts, capri pants, skirts, or joggers.
2. Male students must wear shirts properly buttoned and tucked in.
3. Female students are allowed to wear dresses with short or long sleeves.
4. Female students must tuck in any shirts that are long and not at the waist.
5. Collared shirts are encouraged (any color, striped, etc)

Important Items to note:

Shorts, skirts, skorts, and jumpers must extend to 3 in. above the knee.

Chests and midriffs must be covered.

Shoes must be worn all day.

All pants must be worn at the waistline.

Dress for appropriate season. Blankets are not to be worn for warmth.

Non-Acceptable Standard School Attire at Genesis

1. No sagging pants, cargo pants, cut-off pants, or rolled up pants
2. No athletic shirts (Ex. football jerseys)
3. No symbols of gangs, sex, violence, satanic, drugs, or alcohol on clothes such as rubber bands, colored beads, shoe laces, bracelets, lanyards, etc
4. No torn clothing or see through clothing
5. No chains, spiked accessories, or oversized jewelry
6. No head coverings such as hats and bandanas
7. No grills
8. No open-toed shoes, flip-flops, slides, or house shoes
9. No hoods worn inside/outside the building during the school day
10. No trench coats
11. No pajamas
12. No costumes

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

Attendance Policy

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

Excused Absences

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

Unexcused Absences

- Skipping School
- 3 unexcused tardies

Tardiness

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

Truancy

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

Other Policies and Procedures

Backpacks and Book bags

These are not allowed.

Personal Items

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

Student Money

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

Borrowing and Lending

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

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

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

Open Containers

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

Tylenol Policy

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

Energy Drink Policy

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

City Bus

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

Social Media

We highly recommend parents monitor their children's devices and social media accounts frequently.

Smoking/Alcohol/Recreational Policy

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

Telephone Use

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

Medication Policy

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

Student Safety and Searches

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

Leaving Campus

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

Outside Involvement

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

Bullying

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

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

Weapons

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

Testing Information

EXPLORE/PLAN

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

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

TNReady (grades 3-8)

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

TNReady/EOC (grades 9-12)

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

ACT (grade 11)

The state of Tennessee requires all juniors take the ACT in order to obtain a general education diploma. The ACT is given at school during the Spring semester. A make-up test administration will be offered during the senior year. If a student qualifies for special accommodations based on the IEP, we will apply to ACT to receive those accommodations.

Student Free and Reduced Meal Program Civil Rights Policy

USDA Nondiscrimination Statement for the Student Free and Reduced Meal Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Genesis Learning Centers. Individuals who are deaf, hard of hearing or have speech disabilities may also contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English

To file a program complaint of discrimination: complete the USDA Program Discrimination Complaint Form(AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (202) 690-7442; or
email: program.intake@usda.gov.

Civil Rights Notice to Parents:

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

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

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

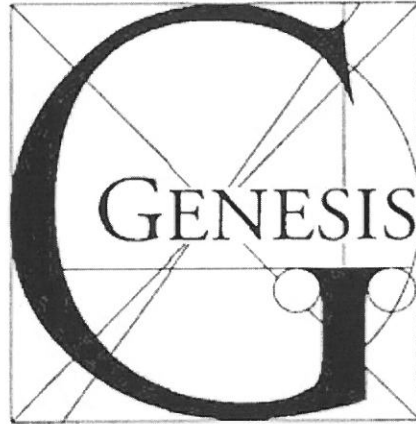
For further information on evaluation procedures, provision of services to protected students, or to file a complaint, contact:

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

Non-Discrimination Policy for Students and Employees:

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

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



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