

GENESIS
CHRISTIAN
ACADEMY
PARENT/STUDENT
HANDBOOK

2016-2017

GSI admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. It does not discriminate on the basis of race in administration of its education policies, scholarship and loan programs, athletics, and other school administered programs.

Genesis Schools, Inc. is a ministry of Tonganoxie Christian Church.

Welcome to Genesis Christian School!

We are so excited to welcome you into the Genesis family! As your family begins your journey with Genesis, we encourage you to be active within our family. Our children range in age from three years to eighteen! Our staff is devoted to your children as if they were their own. Our goal is to teach them to be like Nehemiah as he is building the wall—tools in one hand to do the task set before them by God and a sword in the other to battle the devil as he comes calling. We will try to accomplish this goal in many ways and through many different subject areas as we work with your child.

Collectively, our staff has well over 105 years of teaching experience! I know that God has placed EACH and EVERY staff member here at Genesis to work with and impact your child. Not only that...God has placed you and your child here at Genesis to impact our staff! As we bring God's Word to them, we are excited to see how He will change their lives and help them impact others. Their eternal soul is our first priority! Our second—to get EVERYTHING they need in their tool box for the job that God has planned JUST for them! That's a daunting task to say the least, but an energizing one to all of us who will be laboring in this place.

Our staff comes to us equipped as God wants them to be, and we will spend a lot of time preparing for the classroom along with way. Before school even begins, our staff will take part in an intensive teacher preparation program designed with our students in mind. Our interchangeable schedule allows us the flexibility to tailor much of the academic needs to our students as we progress through the year. We want to see your child succeed.

One of the ways in which we can do this, is by understanding that our family role together is a partnership. Our job is to not lead, nor follow, but to walk side by side and work together as a team for the benefit of your child. We can't do this job alone, but we need parents to let us do our job. We ask that our parents keep our staff in constant prayer and remember that the human side in us fails many times. Just as children have to sometimes relearn and repeat, so do teachers. If you have an issue with your child's teacher—go to the teacher FIRST!!!! That will be my first question for you when you bring the issue to me—what did the teacher say when you talked with them. Second, remember that we are all in this boat together. Sometimes God calms the child and sometimes God calms the storm. We need to remember that the objective is to stay in the boat and let God work. One of my favorite Scriptures comes from Psalm 125:2: *“Just as the mountains surround Jerusalem, so the Lord surrounds His people.”*

The accompanying Student Handbook is designed with the “partnership” in mind. Please take time to read through this material and if you have questions or concerns—let me know! I will be happy to meet with you and go over any questions/concerns you might have. I am praying that this year, we surround one another in Christ's love and lift one another up through encouraging words, actions, and deeds.

Welcome once again to Genesis!

In His Service,

Mendy Lietzen
School Administrator

INTRODUCTION

Genesis Schools Inc.(GSI) is the legal name that encompasses Genesis Chapter Two, Genesis Christian Preschool (GCP), and Genesis Christian Academy (GCA) – grades K through 12. GSI is a non-denominational Christian school established to assist parents in training a child in the way he should go (*Proverbs 22:6*). The GCA Student/Parent Handbook is designed to provide helpful information about GSI and to suggest ways to get the best use of what the school has to offer.

ORGANIZATION

Genesis Schools, Inc. is a Kansas Non Profit corporation, which is a wholly owned subsidiary of the Tonganoxie Christian Church of Tonganoxie, Kansas. The Genesis Schools, Inc. Board of Trustees sets policy for the schools. An Administrator, with the help of the teachers, implements these policies.

MISSION STATEMENT

GSI exists to exalt Christ by teaching and reinforcing Biblical truths while producing well-rounded, highly educated young people who are equipped to serve God and others.

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Tim. 3:16; 2 Pet. 1:21).

We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Matthew 28:19; John 14:16-17; II Corinthians 13:14; II Peter 1:21).

We believe in:

- the deity of Christ (Genesis 1:26; Matthew 16:16; John 1:1, John 17:21);
- His virgin birth (Isaiah 7:14; Matthew 1:18-23);
- His sinless life (Hebrews 4:15; Hebrews 7:26);
- His miracles (John 2:11; John 21:25);
- His vicarious and atoning death (Ephesians 1:7-8; Hebrews 2:9);
- His resurrection (John 11:25; I Corinthians 15:3-8);
- His ascension to the right hand of the Father (Acts 1:9-11);
- His personal return in power and glory (Acts 1:11; Revelation 19:11-16).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the ground of faith in the shed blood of Christ and obedience to His commands. By God's grace and through faith are we saved (Matthew 28:18-20; Mark 16:16; John 3:16-19; John 5:24; Acts 2:38-39; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:3-7).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:20-23; I Corinthians 12:12-13; Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14).

STATEMENT OF PRINCIPLES

GSI accepts no creed but Christ and no spiritual guidebook but the Bible; it is our goal to provide a Christ oriented educational experience for our students. Our only doctrine is based upon the principles and practices of New Testament Christianity. Where the New Testament contains an express command or the record of an apostolic example, we will follow that command or example as far as it is possible.

DIVERGING VIEWS AND PRINCIPLES

By working with parents and the church in educating and training young people for Christ, GSI will attract students from many denominations. The school will not recognize nor follow any denominational guideline. GSI will be operated as a non-denominational private Christian school.

With reference to charismatic gifts enumerated in the New Testament, we believe they were pertinent only to the day when there was not a completed revelation. Among the gifts no longer pertinent are tongues and their interpretation, miracles and healing through specially endowed individuals.

Students and parents are expected to refrain from promoting divergent beliefs and causing strife among the student body and faculty. *Any difference in doctrine or belief between the school and the student's family should be dealt with at home and in the student's church.* If situations of strife should occur, the student and parents will be counseled and, if conditions persist, the student will be asked to leave the school permanently.

CHRISTIAN FAMILY LIFE

Christian education begins in the home. Genesis cannot replace the Biblical training, character building, family prayer and Bible reading time, which should take place at home. We believe parents have the primary responsibility for education, and Genesis is being delegated part of that responsibility. Families and the school must work together to reinforce values like respect, honesty, morality, humility, mercy, stewardship, and the importance of hard work. To this end parents are strongly encouraged to attend church services and Bible study with their children at least weekly and to include prayer in their daily routine.

General Information

ADMISSIONS

GSI is open to all students who agree to abide by and obey the rules and policies established by the school. The school is a Christian institution and all members of the Genesis community will join together with the understanding that Biblical Christianity will be our emphasis. Students and parents/guardians must be in agreement with the school's mission, principles and policies. The school administrator and teachers will make initial admission decisions based upon personal interviews of potential students and parents. Factors that may be taken into account in admission decisions include the academic, social, and spiritual condition of the student. Appeals from adverse decisions may be made to the Board of Trustees.

Preference in enrollment shall be given to current students of GCA or GCP. A second tier of preference shall be extended to members of the congregation of the Tonganoxie Christian Church. Finally, enrollment shall be opened to the public at large. In any event, enrollment policy shall comply with federal law relating to 501(c)(3) corporations. Enrollment preferences are subject to the following conditions:

- A. Submission of an enrollment application and non-refundable enrollment fee.
- B. An official copy of the student's academic record for all transfer students.
- C. An original medical history including proof that all required vaccinations are up to date signed by a medical doctor (photocopies are not acceptable).
- D. Parent, student, and school administration interview.

- E. Kindergarten students should be 5 years old prior to September 1 of the year they start school.
- F. Enrollment in preschool is open to children who are at least 3 years of age and toilet trained.

ACCREDITATION & STATE GUIDELINES AND REGULATIONS

GCP is a state licensed preschool. The preschool is subject to yearly inspections done by the Leavenworth County Health Department. Teachers attend training sessions each year to meet all the requirements for state licensing.

GCA is not accredited by the State of Kansas and will not seek such accreditation since to do so would require the school to comply with state laws and regulations, which might be contrary to our standards and mission statement. GCA is a member of the Association of Christian Schools International and our teachers attend workshops and training provided by ACSI and other Christian education organizations.

As a private school, GCA is exempt from many laws and regulations applicable to public schools.

BOARD OF TRUSTEES

The Board of Trustees constitutes the policy making body for GCA. The Elders of the Tonganoxie Christian Church confirm members of the Board of Trustees. The super-majority (not less than 66%) of this board shall at all times be members of the Tonganoxie Christian Church.

SCHOOL, PARENT, AND STUDENT COMMUNICATION

Each year the school will publish and post on the school's website a handbook containing school policy. This handbook will also contain the operating rules for the school year. Parents will be asked to sign they have read, understand and agree to the policies published in this handbook. This handbook may be amended from time to time during the school year, as circumstances require.

Parents, teachers or members of the Genesis Community who wish to present an idea, comment, or concern to the Board of Trustees are welcome to do so. A written summary of the presentation should be given to the Administrator, at least one week in advance, who will forward it to the board to be placed on the agenda. The board meets the first Monday of each month at 6:30pm.

Genesis Christian Academy will publish a weekly newsletter that will be sent to families via email each Wednesday and will be available on Sycamore, the school's online student management system. A calendar, school supply list, and other pertinent information will remain available on the website throughout the school year and will be updated as needed during the school year. Parents are responsible for reading and responding to matters communicated in this manner.

Parents may communicate with the school through Sycamore, in person, by phone, by email or by letter or note in a child's backpack. ***It is the responsibility of parents sending notes in backpacks to be certain the notes are received at school.***

Additional copies of report cards, weekly progress reports, and the GCA monthly newsletters can be sent to a non-custodial parent for a fee of \$30.00 per year for each set of materials mailed through the US Post Office. It will be the sole obligation of the non-custodial parent to provide and maintain a mailing or email address where these materials are to be sent.

ACADEMICS

Academic standards for GCA will meet and exceed state requirements. To help achieve this objective the following principles have been established:

- A. God's Word will be included in the educational process.
- B. Each student will be expected to put forth his or her best effort in academic pursuits.
- C. Teachers will make every effort to aid students in better understanding.
- D. ***Parents are expected to assist with, but not perform homework assignments for their child.***

Standardized achievement tests will be administered this year to all students in grades 1-8. This test will be conducted in April, 2017. This test will allow concise assessment of the student's overall progress and the teacher's performance. Results of tests will be included in the student's permanent file.

GRADING/PROMOTION

Preschool students will receive progress report cards in the fall and at parent/teacher conferences in the spring. Students in Kindergarten through 8th grades will receive a Progress Report at the end of 4 ½ weeks and then a report card at 9 weeks for each quarter. Parents will have access to the school's online student management system to help monitor their progress in the class. *Teachers are required to have all grades updated weekly by Monday mornings at 9:00 am so that parents can access the information after that time.* Students in High School will receive grades through the virtual school the student is implementing.

Grading Scale:

100	A+	92-93	B+	83-84	C+	73-74	D+
96-99	A	87-91	B	77-82	C	67-72	D
94-95	A-	85-86	B-	75-76	C-	65-66	D-
						64 and below	F

E – Excellent

N – Needs Improvement

S – Satisfactory

U - Unsatisfactory

I – Incomplete - Incomplete will be given only in the case of justifiable prolonged absence (illness, etc.).

All incomplete class work must be made up 5 days after the last day of the grading period or as arranged with the teacher. After that time, the quarterly grade is locked and cannot be changed by the teacher and must be done so through the Administrator. A parent/teacher meeting with the administrator will need to be scheduled before that change will occur if needed.

Conferences will be scheduled in the fall and again in the spring if needed, so parents may have the opportunity to visit with the teacher about the progress of their child. If problems arise, parents are encouraged to talk with the teacher first. Then, if necessary, talk with the School Administrator.

In order to promote, students in grades 1st – Jr. High must pass 4 out of 5 core subjects (language, math, science, history and Bible).

ATTENDANCE POLICY

At Genesis Christian Academy we believe that emphasizing the importance of regular attendance is necessary for the academic achievement of our students. Studies show that excessive absences, for any reason, negatively affect the accomplishments of students. For this reason, we have the following attendance policy.

- Students must be at school by 8:00 am. Any student not reporting to school by 8:00 am will be counted tardy. A student receiving 4 tardies in a quarter may be assessed one unexcused absence.
- Excused absences will be allowed for the following reasons: illness, doctor & dental appointments, funeral, family medical crisis, or a planned absence.
 - A planned absence will be excused, if written notification is submitted, on paper or via email, to the teacher or office no less than one school day in advance of the absence. For planned absences lasting more than 2 days, the notification must be returned at least one week prior to the absence. If a notification is not submitted, the planned absences may be unexcused. ***Make-up work from a planned absence is due the day the student returns, or credit will be forfeited.***
 - For all other excused absences, students will be allowed to make up class work and tests. **Students will be given ONE day per absence to make up work.** Prescheduled tests/quizzes/projects are due on the day of return. A student may make alternate arrangements with the teacher if there are extenuating circumstances.
- Absences exceeding 6 in a quarter and 10 in a semester will be considered excessive, regardless of the reason. The administrator's office will notify the parents of students with excessive absences. After this notification, the school will require a note from a doctor stating the reason for additional absences, or they will be unexcused.
- Students who are absent more than 10% of possible academic days may be subject to retention. Parents will be notified and a meeting scheduled when excessive absences are noted. If attendance does not improve after the meeting, students may be retained.
- Absences for non-valid reasons will be unexcused. No credit will be given for missed class work and tests. The administrator will document this unexcused absence with the parent.
- After 3 consecutive unexcused absences, 5 unexcused absences in a quarter, or 7 unexcused absences in a semester the student will be considered truant. A meeting with the administrator will be required and the proper authorities will be notified.

HOMEWORK

Homework is an essential part of education. Lighter homework is assigned on Wednesday to encourage attendance at mid-week church services. Students are encouraged to do their best work at all times (I Corinthians 3:8, 12-14, 10:31). *Teachers may not accept papers from students that do not exemplify neatness and best effort. **Parents are expected to assist with, but not perform homework assignments for their child. If a teacher suspects that the work is not the child's, they will meet with the administrator to discuss the situation and the administrator will talk to both the student and the parent.***

Integrity is critical in the development of good habits. Students caught cheating on assignments, quizzes, tests, etc. will be given a ZERO and the administrator and parent will be notified.

CURRICULUM & ENRICHMENT CLASSES

GSI uses *ABeka Book*, *BJU Press*, and *A Reason for Handwriting* curriculum as our core curriculum. PE, Music, Art, Computer, and Spanish are offered as enrichment classes.

CHAPEL

Chapel is held each Wednesday for all students. Chapel includes worship through music, prayer, lesson and praise. Teachers, pastors, parents and community leaders often share personal, life application lessons from the Scripture.

Once a quarter, Genesis staff and students will participate in a "Share Chapel." During this chapel, our students are given the opportunity to share the talents God has given them through playing the piano, singing praise to God, playing an instrument, reciting poetry and quoting Scripture. Parents, grandparents and friends are encouraged to attend. Share Chapel dates are published on the school calendar.

EXTRA CURRICULAR ACTIVITIES

Students must maintain passing grades to participate in extracurricular activities such as athletics and clubs. If a student's grades are below a C average, teachers will notify the coach or club sponsor, student, and parents. Parents retain the ultimate decision in each student's participation in sports and clubs. Coaches and sponsors may choose to limit the students playing time/participation if grades are being negatively impacted by participation. All coaches and sponsors sign an agreement to uphold Christian sportsmanship and morals in all extracurricular activities.

SPECIAL EDUCATION SERVICES

GCA does not have the resources to provide special education services. However, parents may request special education services from the Leavenworth County Co-op or their home school district. If a student's special education accommodations undermine the academic mission of GCA, continued enrollment may not be possible. We offer a Greater Achievement Program (GAP) to provide educational assistance to students with mild learning disabilities.

Greater Achievement Program (GAP) Description

GSI believes God created all individuals with unique gifts and characteristics. In light of this, GAP exists to support those students in our school who are encountering difficulty meeting the academic demands of the curriculum due to a deficiency of skills and/or knowledge of the curriculum. GAP works collaboratively with the Leavenworth County Co-op special educators, classroom educators, administration, public school agencies, and parents in addressing diverse student needs within our school environment.

Currently, GAP is able to provide educational assistance to the following groups of students: students with specific mild learning disabilities, mild health impairments, mild language impairments, mild autism or other pervasive developmental disorders, and mild traumatic brain injuries.

Due to a lack of resources, we are not able to provide assistance to the following groups of students: students with mental retardation, hearing impairments, visual impairments, serious emotional disturbances, moderate to severe autism or other pervasive developmental disorders, and moderate to severe traumatic brain injuries. These students may be dually enrolled and receive special education services at Tonganoxie Elementary or Middle School.

GENESIS CHRISTIAN PRESCHOOL

Genesis offers four different preschool classes. The Tuesday/Thursday morning class (8am -11am) is designed for children who are 3 and 4 years old. The Monday/Wednesday/Friday morning (8am -11am) and the Monday - Friday afternoon (12pm - 3pm) classes are designed to prepare students for Kindergarten. The All Day Monday - Friday class is designed for pre-K students.

CHAPTER TWO - Before and After School Care

GSI provides a before and after school care program for enrolled students. Morning Chapter Two is in the gym beginning at 7am. Afternoon Chapter Two is in the Morning Discovery room. Children enjoy free play, snacks, finishing homework, creating artwork, and playing outside when weather permits.

There is a yearly enrollment fee of \$30 per child. Billing for hours used is done monthly by the school. Payment is due 10 days after the billing date. Parents using Chapter Two will pay \$3 per hour or any part of an hour from 7am -7:45 am, 3:15

pm - 4:15pm, and 4:15pm - 5 pm, then \$3 per half hour from 5pm – 6pm. After 6pm there will be a charge of \$3 per each ten minute interval per family. Students may only attend Chapter Two on days they attend class.

FINANCIAL INFORMATION

All tuition payments are due by the 1st of the month. A reminder note from the school will only be sent for past due regular tuition payments and payments made pursuant to the Extended Payment Contract not paid by the 10th day of the month when such payment is due. If payment is not received by the 10th day of the month the account will be considered “past due” and a \$5.00 late fee may be assessed. Alternate payment dates must be arranged with the School Administrator and School Board in advance.

The student(s) for whom tuition has not been paid may be suspended from school until the account is current, or written arrangements have been made with the Administrator or Trustee Board.

Those parents of GCA students wishing to pay for their child’s tuition on an Annual Payment Plan may do so by entering into an Extended Payment Contract. An automatic draft agreement may be signed at final enrollment for use of an electronic bill payment service for school year or extended payment tuition schedules.

Preschool Tuition

Preschool tuition payments are made in advance. The first and last month (“payment security deposit”) payments are due on or before final enrollment and each succeeding payment is due on the 1st of the month. ***If an automatic draft agreement is signed, only the first month’s tuition is due at final enrollment.*** In the event of delinquency in payment, the payment security deposit will be applied to the delinquency. A student may not be permitted to continue attending school unless all delinquent payments are made in full. **There is a \$250 tuition discount for students who have siblings enrolled in GCA or GCP.**

K-12th Grades

GCA offers a discount to parents having more than one child enrolled in GSI during the same school year. The following discounts apply to the 2016-2017 School Year.

- First Child pays full tuition of \$3,150.00
- Second Child gets a \$250.00 discount making their tuition--\$2,900.00.
- Third Child gets a \$1,575.00 discount, making their tuition--\$1,575.00.
- Fourth Child gets a \$1,825.00 discount, making their tuition--\$1,325.00
- Additional Children will get the \$1,825.00 discount, making their tuition--\$1,325.00. each.
- Parents will pay full tuition for the oldest child with discounted tuition fees for siblings. If one of the children is in preschool, they will be considered the second child and receive the \$250.00 discount.

LATE ENROLLMENT

Any enrollment that occurs after the 15th day of September shall be considered a late enrollment. Tuition shall be prorated on a remaining school days basis for the balance of the school year. Annualized tuition payments may be made with the understanding that instead of a twelve-month period they shall be annualized with the last payment being due on July 15. Late admissions to the school may be allowed at the discretion of the school administration.

WITHDRAWAL DURING THE YEAR

If a student is enrolled on the 1st day of the month, tuition for the entire month is required. **Enrollment fees, book fees, and the technology fees are not refunded.**

FISCAL YEAR

The fiscal year for GCA shall begin on August 1 and end on July 31 of the following year.

CHARACTER TRAINING IN GENESIS CHRISTIAN ACADEMY

Character training is one of the supreme goals of Christian education. God says, ***“Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6)***. Children must be faithfully trained, line upon line, precept upon precept, day after day. To train means to exercise, to discipline, to teach and to form by practice. When a person is trained, it becomes part of his character to do what he has been taught. It is built into his spirit, and he has to go against his own spirit to do the wrong thing. Training builds habits that are right, and must take place all through the day, not merely in a “character lesson” taught once a day or once a week.

PRESCHOOL BEHAVIOR EXPECTATIONS

- A. Obey the teacher and follow the rules
- B. Be kind to others
- C. Be a good listener

KINDERGARTEN - 12th GRADE BEHAVIOR EXPECTATIONS

- 1. Show honor, respect and obedience to the teacher and all in authority including substitutes and volunteers.
- 2. Obey, willingly and with a good attitude, instructions from every teacher and all in authority.
- 3. Treat other students with respect, including their person, property and work. (Intimidation, pestering, physically or verbally, and name calling will not be permitted.)
- 4. Apply themselves to the task at hand and do their best and learn to work hard.
- 5. Develop habits of orderliness, carefulness, honesty, accomplishment, cooperation, perseverance, self-control, attentiveness, fairness, confidence, responsibility, effort, steadfastness, discipline, endurance, helpfulness, neatness, patience, and good judgment.
- 6. Use language appropriate for a Christian.
- 7. Treat school property with care.
- 8. Always be honest.

It is not enough to simply talk about doing right. By providing an orderly, organized classroom, where working hard and doing right are the accepted standard, the student will find it easier to concentrate on the work. Developing good character traits will come naturally.

DISCIPLINE POLICY

If you love learning, you love the discipline that goes with it—how shortsighted to refuse correction! Proverbs 12:1 ([The Message](#))

*****Cooperation between parents and the school is essential.
Parents are expected to support the school’s policies and procedures for discipline.*****

Biblical Foundations and Guidelines for Discipline

The Lord disciplines those He loves. (Proverbs 3:12); He who heeds discipline shows the way to life, but whoever ignores correction leads others astray. (Proverbs 10:17); A refusal to correct is a refusal to love; love your children by disciplining them. (Proverbs 13:24 [The Message](#)). No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. (Hebrews 12:11)

At Genesis, we believe discipline is an important part of the training and loving of children. Based on these and other clear Biblical truths, Genesis subscribes to the following disciplinary guidelines.

- We believe that children must accept responsibility for their behavior. They should make amends by apologizing to those they have hurt and ask God's forgiveness for wrongs committed.
- It is important that children receive God's grace and forgiveness along with the forgiveness granted to them by others.
- It is also important for them to accept the consequences of their behavior (and make restitution if applicable). Following these guidelines helps children learn from their mistakes and grow in wisdom and maturity.

Classroom Disciplinary Procedures

Teachers will handle common offenses with their own students. For serious offenses, such as cheating, lying, stealing, fighting, profanity, disrespectful or defiant behavior, students will be sent to the office. These offenses will be called "Office Referrals."

Office Referral Procedures

1. If a child's behavior needs to be addressed by the administrator, the teacher will send the student to the administrator or if the administrator is not available, to the office. If possible, the teacher will fill out an "Office Referral" form explaining what happened and send it with the student. If not, they will do this as soon as possible.
2. All "Office Referrals" will result in communication with the administrator and the parent/guardian.
3. A meeting with the student and the administrator will take place, and if necessary, the parent/guardian and teacher will be included.
4. Once all the facts are in, appropriate punishment will be assigned.
5. Fighting results in an immediate suspension. The length of this suspension will not exceed three days, but the duration will be determined by the Administrator.
6. If a student receives a second office referral in the same school year, the student may lose their recess or special classes for that day and spend those times in the office.
7. If a student receives a third office referral, the student may receive a half-day "In School Suspension."
8. A fourth office referral will result in a full day "In School Suspension." The student will not be allowed back in the classroom until a conference is held with the parent/guardian, administrator, and teacher.
9. The fifth office referral will result in an "Out of School Suspension." The student will not be allowed back in the classroom until a "Behavior Plan" is put into place. A conference will be held with the student, parent/guardian, administrator, and teacher to determine what will be on the behavior plan. The student will then be probation unless there is an overriding reason why that should not occur. The terms of this probation will be written and signed by all present at the conference.
10. Once a student is on a Behavior Plan, the parent/guardian agrees to meet with the teacher and administrator once every three weeks to determine if changes need to be made and progress occurring with the student.
11. As a final measure, students who are unable to abide by the terms of the established Behavior Plan may be asked to leave the school.

Any offense deemed extreme by the administration will be brought before the board, and may result in immediate in school suspension or expulsion.

Cool Down Time

If a student loses control emotionally, the teacher may send the student to the office to "cool down." A note may be sent home and parents asked to sign acknowledging receipt of the notice. After three of these cool down periods, the teacher may choose to use an office referral for the lack of self-control.

*****Cooperation between parents and the school is essential. Parents are expected to support the school's policies and procedures for discipline.*****

DISPUTE RESOLUTION

The Bible teaches that believers should seek to resolve differences, that may arise between them in any manner, consistent with the teaching of the New Testament (Matthew 7:3-4 and Matthew 18:15-17). If a parent or student has a problem that is causing concern, it needs to be addressed with the teacher first. Then, if it cannot be resolved, the teacher and parent or student will meet with the administrator to discuss the issue. If this does not solve the problem, then the administrator will bring the issue to the Board of Trustees and at their discretion, the parents, teacher and administrator may be asked to be present at a Board meeting.

However, in the event they are unable to resolve a dispute without the assistance of others, we believe that Christians are prohibited from bringing civil lawsuits against other Christians to resolve personal and contractual disputes. Therefore, all Parties subject to this Policy Manual/Parent and Student Handbook agree to resolve differences according to the Scriptures. The Parties waive any and all rights they may have to pursue administrative remedies, civil lawsuit or appeal for relief to any body corporate or politic. The Parties agree to submit any and all disputes, both personal and professional arising out of and collateral to the operation of GSI, to the Elders of Tonganoxie Christian Church, Tonganoxie, Kansas. The Elders shall have full and final authority to hear and decide the dispute including, but not limited by reason of the following enumeration: the enforcement of such decisions as may have been made by the Administrator or the Trustees of GSI; the modification of such decisions; the award of monetary or other relief to the aggrieved Party regardless of whether that party is the school, corporate entity, teacher, parent or student.

The arbitration procedure shall be instituted by an appeal to the Elders in writing, by the aggrieved party, stating clearly and concisely the nature of the dispute. The Chairman of the Elders shall appoint three disinterested individuals, at least two of whom shall be Elders, to act as a Board of Arbitration (Board). The Board shall meet promptly, following reasonable notice to both Parties, to hear and decide the dispute. The Board shall elect one of their number to serve as Chairperson. The hearing may be continued from time to time in the interest of truth and justice upon a majority vote of the Board. The decision of the Board is final and binding upon both Parties and shall be given to the parties in writing within thirty (30) days of the conclusion of the hearing. The Parties agree that no civil lawsuit or appeal to any court, body corporate or politic, shall be allowed to redress the grievance in any manner whatsoever other than for the enforcement of the decision of the Board of Arbitration.

APPEARANCE GUIDELINES FOR KINDERGARTEN - 12TH GRADE

GSI believes that modest dress and humility to God go hand in hand. The progressive secularization of society is making it more difficult for us to teach our children respect for their dress and bodies and to maintain their innocence. In order to maintain an orderly environment, conducive to the attainment of the educational mission and purpose of GSI, all students shall be required to meet the expectations of the appearance guidelines. Dress and apparel that unduly attract the attention of other students often precipitates comments and/or other reactions that are disruptive. Safety, general health, hygiene, and modesty are factors that are considered in the establishment of this dress and grooming code. We repeatedly see in Scripture that believers are to set themselves apart from society. Part of this "setting apart" should be in how we dress ourselves.

Boys should wear the following:

- **Pants—any color, denim or cotton blend**
 - Jeans
 - Slacks
 - Athletic [Sweat] Pants on Friday's ONLY
 - Clothing which is intentionally or excessively torn or worn is prohibited.
 - Belts should be worn to prevent sagging pants.
- **Shorts—must not be shorter than 1" above top of knee**
 - Denim or cotton blend
 - Athletic Shorts on Friday's ONLY
- **Shirts/Sweatshirts/Sweaters**
 - GCA shirts or any color, print, or pattern of shirt without words, licensed logos or characters larger than a silver dollar.
 - Shirts must be buttoned.
 - For example, a shirt with a small Nike © swoosh is allowed any day of the week, but a Nike © shirt that also says "Just Do It" would only be allowed on Friday's.
 - Character shirts with Marvel Characters, Star Wars, Disney, Sports teams, etc. are allowed ONLY on Friday's.
- **Shoes**
 - Any shoe, including slip-on or flip-flop, may be worn as long as the shoe has a back or back strap. This is for safety reasons on the playground.
 - Non-scuffing athletic shoes are required for PE.
- **Other**
 - Tattoos or body piercings (except one earring per ear) are prohibited.
 - Unnatural hair colors

Girls should wear the following:

- **Pants—any color or print fabric in any style, including jeans.**
 - **Must hang freely**
 - **Must be able to pinch an inch of fabric at hips and thighs.**
 - Leggings are not to be worn as pants/slacks; they may be worn under acceptable length shorts, dresses, or skirts.
 - Clothing which is intentionally or excessively torn or worn is prohibited.
 - **Tighter fit and low-rise styles must be covered by a long shirt which hangs to the fingertips when arms are loose at the sides.**
 - **Athletic [Sweat] Pants on Friday's ONLY!**
- **Shorts—must not be shorter than 1" above the top of the knee; denim or cotton blends.**
 - Must be denim or cotton blend
 - While hanging free, one inch of fabric should be able to be pinched at the hips and the thighs
 - Athletic shorts allowed on Friday's ONLY!
- **Shirts/Sweatshirts/Sweaters**
 - GCA shirts or any color, print, or pattern of shirt without words, licensed logos or characters larger than a silver dollar.
 - Shirts must be buttoned.
 - For example, a shirt with a small Nike © swoosh is allowed any day of the week, but a Nike © shirt that also says "Just Do It" would only be allowed on Friday's.
 - Character shirts with Marvel Characters, Star Wars, Disney, Sports teams, etc. are allowed ONLY on Friday's.
- **Dresses, Jumpers, Skirts, and Split Skirts—any style, color, print, or pattern which is knee length or longer. Needs to have at least 1 ½ inches of material on the shoulders. [Shorts should be worn underneath.]**
- **Shoes**
 - Any shoe, including slip-on or flip-flop, may be worn as long as the shoe has a back or back strap. This is for safety reasons on the playground.
 - Non-scuffing athletic shoes are required for PE.
- **Other**
 - Tattoos or body piercings (except one earring per ear) are prohibited.
 - Unnatural hair colors

Other Clothing Guidelines

Field Trips - All students are required to wear a GCA polo shirt on field trips unless other guidelines are stipulated by the location and/or the administrator.

Friday Athletic Days - Students may wear logo and/or licensed t-shirts and athletic style clothing of their choice. Clothing must still follow guidelines in regards to appropriate length and tightness of fit.

Special Occasions - For evening programs, special chapels, and other special events, students may be asked to dress up or wear specific clothing. These special requests will be considered within the appearance code for the occasion.

First Offense: A verbal warning to the student. They will be asked to change. If there are no other options for the day, the offensive clothing will be covered.

Second Offense: A written warning will go to parents. The student will be asked to change. If there are no other options for the day, the offensive clothing will be covered.

Third Offense: The school board will address this violation, the offensive clothing will be covered, and the student may be given detention, in school suspension, or expelled.

The Trustees of GSI has the final authority on all appearance code matters as implemented by the administration. Concerns should be addressed to trustees@genesisschools.org

GENERAL OPERATING INFORMATION

- **Operating Hours—Genesis Christian Preschool Hours of Operation [ALL Preschool Students who come before 8:00 AM will stay in Chapter 2 until 8:00 am.]**

• 3 & 4 year olds	Tuesday & Thursday	8:00-11:00 AM
• Pre-Kindergarten	Monday, Wednesday, Friday	8:00-11:00 AM
• All Day Pre-Kindergarten	Monday through Friday	8:00 AM-3:00 PM
• Afternoon Pre-Kindergarten	Monday through Friday	12:00 -3:00 PM

Genesis Christian Academy Hours of Operation

The building will open for Chapter 2 care at 7:00 am. Those students not taking part in Chapter 2 will be allowed to enter the gym at 7:45 am. The school day BEGINS promptly at 8:00 am. Students should be in their designated seats in the gym by 8:00 am. Students arriving after 8:00 am will be considered tardy. (If weather is a problem such as icy roads, late students will not be marked tardy. We want parents to take safety precautions.)

The school day ends at 3:00 pm. *Students should be picked up promptly at the end of the school day. Any student who is not picked up 15 minutes after dismissal time will automatically be taken to Chapter 2. The customary fee for this service will be charged.*

Chapter 2 Hours of Operation

Chapter 2 is our Before/After School Program. Families need to enroll in Chapter 2 and pay the enrollment fee. Families who utilize Chapter 2 will be billed by GCA office staff and receipt of outstanding balance is payable upon receipt.

- **Monday thru Friday**
Before School Care operates from 7:00-7:45 AM
After School Care operates from 3:15 PM – 6:00 PM

SNOW DAY/ EARLY DISMISSALS

Genesis Schools follow most of the Tonganoxie Public Schools-USD #464 snow day decisions. Notification of early dismissal will be sent via text and email. Phone calls will be made to families of remaining students thirty minutes after early dismissal. Chapter Two will be available allowing for all students to be picked up as soon as possible. Cancellation due to weather will be announced using text messages, email, posts on the school web site, and broadcast on the local Kansas City TV and radio stations.

VISITORS

We welcome visitors to the school and classrooms at any time. Scheduling a visit with the teacher is preferable, but not required. ***All visitors should enter through the school's main entrance [Door C] and report to the school office.***

Any items for students should be left in the school office to be distributed during class breaks.

HEALTH AND MEDICAL MATTERS

Health Records: It is the responsibility of the parents to keep their child's immunization record current and to provide that information to the school office. Students entering school for the first time must have a health certificate filled out by a physician as required by the Kansas Department of Health and Environment before a child can begin school. ***Preschool students without current immunizations on file will be denied admittance due to state licensing regulations.***

Every student must have a current emergency medical release form on file in the office. This form may be obtained through the school office or website and MUST be completed and returned to the school office prior to the first day of school. This form requires a notary and may be notarized free in the school office.

Return Following Illness

No child shall return to school following an infectious illness until released by the treating physician to do so. No child suffering an illness which results in a fever in excess of 100 degrees shall return to school until that ***fever has subsided to normal for a period of 24 hours WITHOUT THE USE OF MEDICATION to cause the reduction in fever.***

Medications

The following rules apply to the dispensing of prescription and non-prescription drugs:

- A. All medications will be held and dispensed by the office or a teacher.
- B. Medications prescribed by a doctor, accompanied by a prescription container and a signed parental permission form may be dispensed as provided above.
- C. Long term medications prescribed by a doctor must be noted on the student health form.
- D. Emergency first aid will be administered as needed in accordance to the medical release form signed by the parent or guardian.
- E. Acetaminophen (Tylenol), antacids (Tums, Rolaids, etc), allergy medications (Benadryl, Claritin, Zyrtec, etc.) and non-sedating cough drops will be permitted when accompanied by a signed parental permission form. These will be held and dispensed by the office or a teacher.

All illegal medications will be confiscated and necessary action will be taken.

AIDS POLICY

In the event that a student or staff member contracts Acquired Immune Deficiency Syndrome (AIDS) or is diagnosed as being HIV-positive, GSI will continue to minister to those directly involved in the most feasible way possible. The staff member, family or student will be asked to meet with the Ministers, Administrator and the Chairman of the Board of

Trustees. At that meeting, or soon thereafter, the affected party should provide a statement from the treating physician, explaining any risk of infection to other students or staff. If the physician and representatives of GSI agree that the health of other individuals is not at risk, and the affected party can adequately perform their duties in the school, then the individual may pursue his/her employment or education with three exceptions:

- A. Aggressive behavior such as biting others will result in immediate and permanent expulsion or discharge.
- B. Failure to control bodily secretions will result in immediate expulsion or discharge.
- C. Exhibition of open sores or lesions may result in either suspension, expulsion or discharge.

TOYS AND OBJECTS

Preschool and Kindergarten will have "Show and Tell" on days scheduled by the classroom teacher. Toys should not be brought to school on other days unless kept in the student's backpack. GSI does not allow any student to bring live pets and real or toy guns/rifles and knives to school. GSI does not allow electronic toys during the school day (8am - 3:15pm). GSI also does not allow toys and objects, which tend to suggest, promote, or glorify evil.

HAND HELD ELECTRONIC DEVICES

The use of all hand held electronic devices will be allowed for learning purposes only. E-readers and tablets may be used in the classroom for reading, research, and learning skills practice approved by the teacher or administrator. If a student is found using a device for any other purpose, it may be confiscated by the teacher or administrator. Return of the device will be determined by the teacher or administrator based on the offense and/or number of offenses. This privilege may be revoked by the teacher or administrator if multiple offenses occur.

USE OF TELEPHONE and CELL PHONES

The office telephone is available with permission for emergency calls home. We ask that parents use discretion when calling students. Personal cell phone use, for phone calls, texting, or picture/video taking, will not be allowed during school without expressed permission of the teacher or administrator. Cell phones should remain in the student's backpack and may be confiscated by the teacher or administrator if used without permission. Return of the phone will be determined by the teacher or administrator based on the offense and/or number of offenses.

LUNCHES AND SNACKS

GCA does not provide a daily lunch program. Students and teachers will need to bring a sack lunch each day. Please do not send food that must be heated. We do not have the facilities or equipment to heat a student's food. Students may be given microwave passes as a reward on occasion. At final enrollment parents will have the opportunity to purchase milk for their child's lunch. Those students not wishing to drink milk for lunch will need to provide their own drink (no glass, please). If prior arrangements are made, parents may provide catered lunches for an entire class.

Hot lunches are scheduled on Mondays and available for \$3.00 per student. Meals will be scheduled by semester and posted in the monthly newsletter. Hot lunch cards may be purchased at final enrollment and throughout the school year.

Preschool students will provide ingredients for snacks on a scheduled basis several times during the year. You will receive a note when it is your turn to contribute.

Parents of Kindergarten students will be asked to provide snacks for the class on a rotating basis. At Back to School Night, the Kindergarten teacher will give directions on what type of snacks to bring for your child's class.

SCHOOL DIRECTORY

Each year, at Fall Conferences, we provide each family with a GCA Family Directory. This will allow members of the Genesis Community to get acquainted and be able to contact each other. The directory is not to be used for any other purpose.

If you wish your contact information not to be listed, please inform the administration at final enrollment.

YEARBOOK

Each year we compile a yearbook with student pictures by grades and other candid shots taken during the year. It will be available for a fee to cover the cost.

BOOKS AND SUPPLIES

A supply list will be given for each grade level and posted on the school's website.

Each student must have some kind of book bag to use for school. We discourage book bags with characters that suggest, promote or glorify evil. It is important for the student to bring their book bag to school each day.

MONEY IN SCHOOL

At times it will be necessary for students to bring money to school. They should bring it in a sealed envelope, with the student's name, and the purpose for the money written on the envelope. Students are responsible for any money they bring. GSI discourages parents sending money with their child unless for a school activity.

FIELD TRIPS

Occasionally students will be taken on field trips. Parents will be notified well in advance and may be asked to serve as chaperones and help with transportation. Signed permission/liability release slips will be required before a child can go on a field trip. **The cost of field trips is not included in tuition.** Parents will be asked for a fee, which will cover the cost of the activity and transportation. All students will wear the Genesis polo shirt or other approved attire for field trips.

Students are required to ride school arranged transportation (bus, vans, etc.), unless physically or medically prohibited from doing so, to the field trip destination. Parents may check the student out, with the teacher, at the end of the trip for the ride home. Parents may ride the bus/van as room allows. No siblings are allowed to ride the bus/van for liability reasons. Parents may take their child home from the field trip if they properly check them out with the teacher. Depending on the field trip, siblings may not be allowed to attend.

GCP & GCA SCHOOL SHIRTS

Each GCA student will be given an official GCA polo shirt at the time of final enrollment. GCP students will receive a T-shirt with the GCP logo. These shirts must be worn on field trips. Students may wear Genesis shirts and GCA spirit wear to school any day. PE shirts for 3rd –8th grades may be purchased through the school. Parents may purchase additional shirts at enrollment.

DONATIONS AND GIFTS

GCA is a non-profit 501(c)(3) organization. Donations are always welcome. Cash gifts will be placed in the General Fund or Endowment Fund to meet ongoing needs of the school unless otherwise designated by the donor. A notice of

donations will be given for a tax deduction if requested. Tuition is not tax deductible. Payments above standard tuition are tax deductible. Consult your tax advisor as to actual tax information.

PARENT INVOLVEMENT

Preschool Orientation Held At Back-To-School Night

At least one parent **MUST** attend preschool orientation. Orientation offers the opportunity to meet teachers, review handbook policies, and ask questions. We encourage parents to bring school supplies to this meeting.

Back to School Night

The evening before school starts, there will be a “back to school night” for students and parents. At least one parent **MUST** attend Back to School Night. This is an exciting night for students and staff alike. Students will get to meet their teacher, put their supplies up, find their desk, locker, cubby, etc. A picnic supper will be provided for a nominal cost. There will be a brief meeting with the administrator, then parents will go to the classrooms to be given information by their child’s teacher. This is an important meeting. Information vital to a successful classroom experience is shared on this night. Families are encouraged to attend with their children!

Volunteers

Each class provides ample opportunities for interested parents to help with activities (field trips, classroom parties, etc.). Parents may volunteer to organize classroom activities, working with and under the direction of the classroom teacher. GSI is always seeking volunteers to help with hot lunch, organizing fundraisers, organizing curriculum, reading with students, preparing art activities, and keeping records.

Parent-Teacher Fellowship [PTF]

Genesis is excited to announce the addition of a PTF. This organization runs much like a PTA. The first meeting for the PTF will be held in September. Our goal for this Parent/Teacher Fellowship is to bring Genesis together and find ways in which to encourage, support, uplift, and edify all involved in the Genesis family.

Fundraisers

We offer a variety of fundraisers throughout the year. We ask parents to choose the fundraisers that best fit their family. We do not expect all families to participate in all fundraisers. The more families involved in each fundraiser makes the fundraiser more successful. We are working to have fundraisers which involve our community, rather than add additional financial stress to our school families. Funds raised are used to keep tuition costs down and provide for other special non-budget items.

Main Events:

September—**Frozen Cookie Dough Sale**

September—**Genesis Night at the Royals!**

October - **Fall Celebration** – a school carnival type event

November—**Father/Son Camo Night**

April— **Night of Knights** – live/silent dinner auction – family friendly

May—**Walk for Christian Education**

School Contact Information

Location: Tonganoxie Christian Church
204 Washington Street
Tonganoxie, KS 66086

Mailing Address: P. O. Box 994
Tonganoxie, KS 66086

Phone: (913) 845-9498

Fax: (913) 845-9498 - call first

Website: www.genesischools.org

2016-2017 Genesis Staff

Genesis Administrator	Mrs. Mendy Lietzen	mendy.lietzen@genesisschools.org
Preschool Director	Mrs. Kerri Lynne	kerri.lynne@genesisschools.org
Administrative Assistant	Mrs. Denise Bixby	denise.bixby@genesisschools.org
Office Aide	Mrs. Becky Carey	becky.carey@genesisschools.org
Preschool Teacher	Mrs. Alison Topliff	alison.topliff@genesisschools.org
Preschool Teacher	Mrs. Sarah McKelvey	sarah.mckelvey@genesisschools.org
Kindergarten	Mrs. Pam Field	pam.field@genesisschools.org
1 st Grade	Mrs. Monisha Funk	monisha.funk@genesisschools.org
2 nd Grade	Mrs. Lisa Taber	lisa.taber@genesisschools.org
3 rd Grade	Mrs. Sandy Bonfield	sandy.bonfield@genesisschools.org
4 th Grade	Mrs. Janette Ward	janette.ward@genesisschools.org
GAP Resource Teacher	Mrs. Vickie Aldrich	vickie.aldrich@genesisschools.org
Early Elementary Aide/Music	Mrs. Amy Gonzales	amy.gonzales@genesisschools.org
MS Math/Reading & Teacher's Aide	Mrs. Kiersten Steinwachs	Kiersten.steinwachs@genesisschools.org
MS Math/Science	Mrs. Stacy Crook-Collinge	stacy.crookcollinge@genesisschools.org
MS Language Arts/Art	Mrs. Amy Lawson	amy.lawson@genesisschools.org
MS History/Bible	Mrs. Mendy Lietzen	mendy.lietzen@genesisschools.org
PE/Spanish	Mrs. Liz Stieben	liz.stieben@genesisschools.org
High School Advisor	Mrs. Sarah Breuer	sarah.breuer@genesisschools.org
School Librarian	Mrs. Jan Harbour	library@genesisschools.org

2016-2017 School Board

The Genesis School Board meets on the first Monday of each month. The general session of the board meetings is open to the public. Those who wish to speak to the board should contact the school administrator to be placed on the agenda. The board can be contacted via email at trustees@genesisschools.org

2015-2016 School Board Members

Mr. Scott Reynolds, School Board Chairman

Mrs. Jessica Black-Magnussen

Mr. Joe Carey

Mr. Jim Goss

Mrs. Sara Houk

Mrs. Nicole Lux

Mrs. Pam Ruth

Mr. Jason Topliff