

GENESIS ALTERNATIVE EDUCATION CENTER

22601 ALABAMA HIGHWAY 21

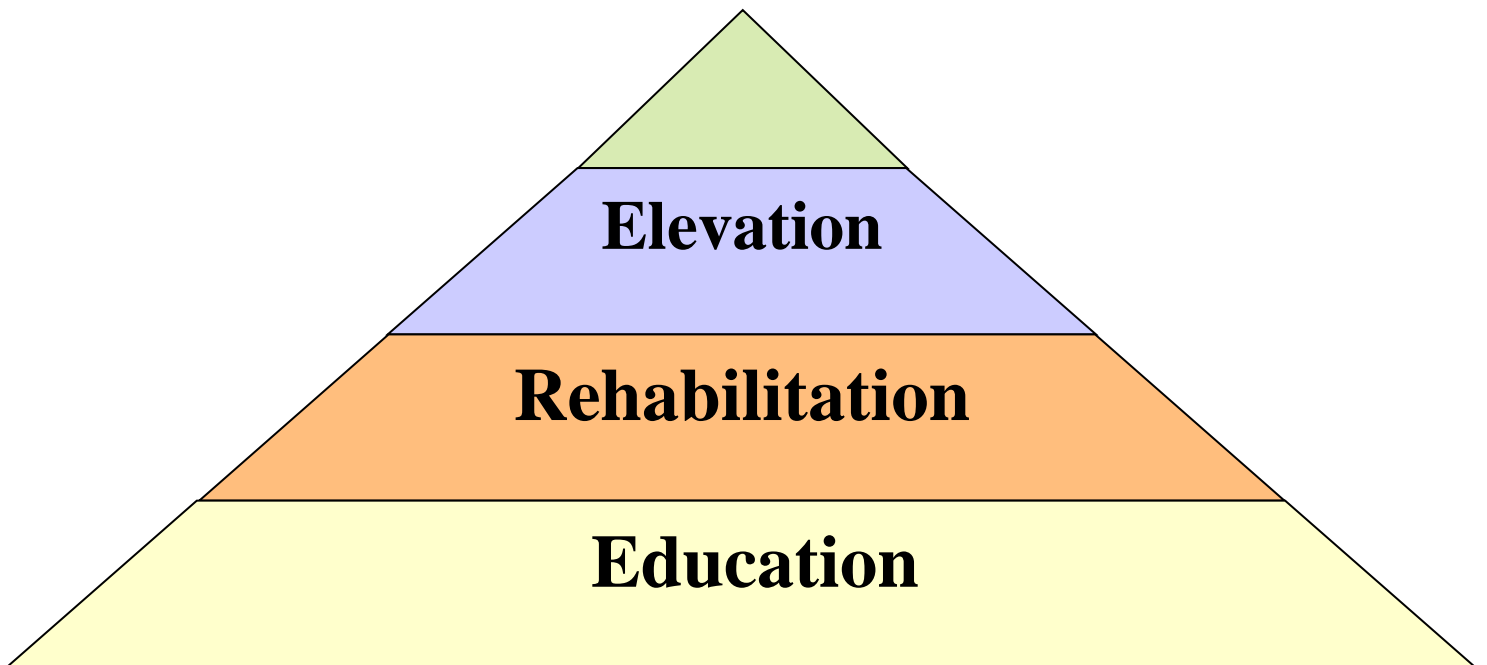
ALPINE, AL 35014

TELEPHONE: 256-315-5580

STUDENT HANDBOOK

2018-2019

“A FRESH START TO YOUR NEW BEGINNING”



Dr. Jimmy Lee Thomas, Principal

A PITSTOP ON YOUR ROAD TO SUCCESS!

Genesis Phone Directory

Main Office	256-315-5580
Jimmy Lee Thomas, Principal	256-315-5581
Patrece Tillery, Counselor	256-315-5177

Website
genesis.tcboe.org

GENESIS STAFF

JIMMY LEE THOMAS	PRINCIPAL
SHANNON ARNOLD	BUS DRIVER
LEON BELL	SCIENCE/PHYSICAL EDUCATION
DARLENE GOODEN	SECRETARY/BUS DRIVER/ INSTR. ASSISTANT
KRISTINA HAYNES	ELEMENTARY
JOYCE PARKER	INSTRUCTIONAL ASSISTANT HISTORY
MARY RIVERS	MATHEMATICS
DAVID SMITH	CUSTODIAN
PATRECE TILLERY	COUNSELOR
CYNTHIA WILBURN	ENGLISH LANGUAGE ARTS
VICKY WILSON	SPECIAL EDUCATION

Talladega County Board of Education

Dr. Suzanne Lacey - Superintendent

Mr. John Ponder

Mrs. Sandra Tuck

Mr. Mike Turner

Mrs. Joan B. Doyle

Mrs. Kathy Landers

Talladega County Schools

PO Box 887

Talladega, Al 35161

256-315-5100

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The Seven Genesis BEattributes

Expectations for Genesis Students

I WILL BE...

- **In compliance with all school rules.**
- **Respectful of teachers, fellow students, and myself.**
- **Willing to follow all directives the first time they are given.**
- **Responsible for my actions.**
- **A successful learner by staying on task, having a positive attitude, investing consistent time and effort in my studies and by being in attendance (on-time) daily.**
- **A good citizen by keeping my surroundings clean and in good repair.**
- **Willing to DO MY WORK to become the best version of me.**

Welcome to Genesis Alternative School!

Statement of Purpose

Genesis Alternative Education Center will provide a safe and positive learning environment that serves and supports the needs of at-risk students by addressing the whole child. We are committed to empowering a community of life-long learners who are academically proficient, who demonstrate strong character and who exhibit self-confidence, self-discipline, self-respect and respect for others.

Students will be provided with a rigorous curriculum which is aligned to local, state, and college and career readiness standards. Our core principles at Genesis are to educate, to rehabilitate and to elevate each learner; equipping them with the necessary tools to aid in the successful transition back into their base school or into college, military, or the workforce.

About Us

Genesis Alternative Education Center is a program designed to provide support for students with academic and/or behavioral needs. While assigned to Genesis, students are provided with opportunities to achieve the following:

- Continue their educational advancement
- Improve their academic standing (make better grades)
- Identify, work-on and work through behaviors that hinder their success in school and in life
- Begin to make lifestyle changes which will lead to greater success.

Genesis School will provide individual and group counseling services for students through our in-house interventionist (Mrs. Tillery) and in partnership with SAFE (Sylacauga Alliance for Family Enhancement). Students will participate in programs such as Why Try and Relationship Smarts (**as they are available**). Through these programs, students will engage in dialogue and activities that encourage building positive relationships and making better life choices.

Genesis works in close partnership with the Talladega County Juvenile Probation Office, Talladega County DHR and AltaPointe Health Services for students who require services from these agencies.

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Genesis Alternative Education Center is a program designed for students who commit Major Offenses (Class III) or for students who repeatedly violate Intermediate Offenses (Class II) as defined by the Talladega County Schools code of conduct. The referral must be approved by the Superintendent or his/her designee. When parents are not accepting of the referral, the parents may request a Discipline Review. The parents and student are given the opportunity to present information to the Discipline Review Committee for consideration.

The Genesis Program is on a separate campus and may be used in the place of a long-term suspension and/or expulsion. While students are assigned to the Genesis Program, they are not allowed on any other Talladega County School Property, nor are they allowed to attend any school sponsored extra-curricular activities. Any exception to this policy must be pre-approved by the principal.

The consequence for violating this policy is **A MANDATORY 10 DAYS WILL BE ADDED TO THE STUDENT'S GENESIS TIME NO EXCEPTIONS!**

Section I: Curriculum & Grading

While assigned to Genesis Alternative Education Center, students will use **Edgenuity**, a computer based curriculum formatted on the Alabama State Course of Study Standards. The student's schedule from their base school will be matched with courses in Edgenuity.

Students may also be required to complete teacher generated assignments. These assignments may be used to enhance or supplement the computerized curriculum. Teachers at Genesis will provide instruction based on curriculum maps and college and career ready standards.

All academic work is expected to be satisfactorily completed daily. Satisfactory completion is determined by what the teacher has established. **Failure to satisfactorily complete all work DAILY may result in an extension of time at Genesis and/or a failing grade in the class.**

Students ARE NOT allowed to use Quizlet, Google or any other instructional aid to find answers for academic work without the teacher's permission.

Students will participate in bi-weekly diagnostic testing using **STAR360**. Students are expected to show stability and/or growth on the STAR360 assessment while they are assigned to Genesis. **Failure to show stability and/or growth on STAR360, may result in an extension of time at Genesis.**

Progress Reports

Progress Reports will be given to students while they are enrolled at Genesis on or about the following dates: **September 11, 2018, November 6, 2018, February 5, 2019, & April 16, 2019.** Grades on the progress report only reflects work that the student has done while assigned to Genesis.

9 Week Report Card Grades

Nine-week report card grades will be sent to the base school at the conclusion of the 9-week grading periods ending on the following dates **October 5, 2018, December 18, 2018, March 8, 2019 & May 23, 2019.** Grades on the 9-week report card are generated by averaging student grades that are earned at Genesis along with grades earned from the base school. The grade is based on the percentage of time spent in both settings.

(EXAMPLE: There are 45 days in the grading period. The student spends 23 days at Genesis and 22 days at the base school. This means that 51% of the grade will come from Genesis and 49% of the grade will come from the base school).

Section II: Arrival and Departure Procedures

Genesis school hours are from 8:30 – 2:30.

Arrival

Upon arriving on campus in the mornings, vehicles should enter the main parking lot of Winterboro High School and follow the driveway alongside the main building where buses are located. The Genesis School sign is posted on the wall next to entrance door. Students will enter the building through the door next to the sign. To leave the campus, vehicles should drive to the right of the building to exit the gate next to the gym.

Students must remain inside their vehicle until he/she has been instructed to get out by a member of the Genesis Staff. Please wait until your child has been checked by the staff before pulling off in case he/she is not in dress code or does not meet Genesis expectations.

Genesis school arrival time begins at 8:30 a.m. each morning. Students arriving at school prior to 8:30 a.m. must remain in their vehicle with the person who transported them to school. Students **ARE NOT** permitted to stand outside of their vehicle, go in between vehicles nor enter the building prior to 8:30 a.m. **Students ARE NOT to be dropped off at school under any circumstances.**

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Students are considered late after 8:45 a.m. Late arriving students must be signed in by an adult.

Excessive late arrivals without just cause or documentation may result in additional days being added to the student's Genesis time.

Departure

Genesis dismissal time is at 2:30 p.m. During this time an adult that is listed on your child's check-out list **MUST** sign your child out for him/her to be released or checked out. The safety of your child is of the upmost importance to everyone.

Your child should not be checked out earlier than 2:30 p.m. each day unless you have medical or legal documentation or in rare cases of emergency. **Excessive early checkouts without just cause may result in additional days being added to the student's Genesis time.**

Students should be picked up no later than 2:45 p.m. **Excessive late pickups after 2:45 p.m. may result in additional days being added to the student's time at Genesis.**

If for some reason your child cannot be picked up by 2:45 please notify Genesis (256) 315-5580 or (256) 315-5581 an hour in advance or as early as possible to make arrangements for that student.

Please note on the school calendar there are four (4) Early Dismissal Days: October 12, 2018, December 18, 2018, April 26, 2019 & May 23, 2019. Students should be picked up by 11:30 a.m. on these days.

Early Dismissal or Delayed Opening

In the event of an early dismissal or delay of school due to weather or other occurrences, please tune in to local television, radio and social media outlets and automated school call response system for school closure information.

The following procedures should be noted for Genesis:

Delay of school adds whatever the delay time to the school start time of 8:30 (Example: a 2-hour delay, school starts at 10:30).

Early dismissals, students should be picked up 30 minutes before the published dismissal time. (Example: early dismissal is at 12:00, students should be picked up from Genesis at 11:30).

Section III: Attendance

While assigned to Genesis Alternative Education Center, students continue to fall under the attendance and truancy guidelines for the Talladega County School System. More detailed information can be found in section IV of the Talladega County Schools Student Responsibilities and Privileges Book.

Parents are responsible for providing transportation to and from Genesis Alternative Education Center. Bus transportation must be approved by the Superintendent or his/her designee. **Failure to attend Genesis in accordance with the Talladega County Schools attendance policy could result in court referrals.**

Students are allowed 10 parent excused absences throughout the school year. Any absences beyond the 10 parent excused absences, must be legal, medical or are considered unexcused. Absences do **not** start over when a student is referred to Genesis.

Students have (3) three days in which to bring in an excuse for the absence, otherwise it is coded as an unexcused absence, which counts towards truancy.

Students are expected to serve the specified number of days that they have been assigned to Genesis Alternative School. Students with excessive absences **WILL** be required to serve additional days beyond their assigned time.

If a student is suspended for disciplinary reasons, they ARE REQUIRED to make up the suspension days before they are released.

A student's review date is **ONLY** an approximation and **DOES NOT** necessarily mean that the student will be released on that date. After review of the student's attendance, academic work and the fulfillment of behavioral expectations, a final date of release will be established by the principal.

All absences regardless of excused or unexcused will result in a non-attendance day and will not count toward the time required for program completion if the student attendance falls below 93% (Example: 42 out of 45 days must be completed for 93%)

Section IV: Dress Code

(Tops) Shirts/Blouses

Any shade of blue, brown, khaki, navy or white collared shirts may be worn. **No other colors are acceptable.** No writing or graphics other than school approved school logo.

Emblems graphic designs or logos that show through outer clothing are not permitted. Shirts that are tight fitting or excessively large are not permitted. Sleeveless Shirts or blouses are not permitted.

(Bottoms) Pants, shorts, skirts, capris

Navy blue, brown or khaki (pants, shorts, skirts, dresses or capris) are acceptable **(No Blue, Black or any other color jeans or jean material).**

Shorts or skirts should not be more than three inches above the knee.

Belts are required for ALL STUDENTS. Pants must fit properly. Slacking will not be tolerated. Pants worn low, long, or excessively large are not permitted.

Belt buckles cannot be any larger than the size of a credit card. No symbols of any kind on the front of the buckles, nothing that will be considered as a weapon. Belts must be of solid color. Belts must be appropriate length and fastened around the waist.

Males -- **shirts should be tucked in AT ALL TIMES.** This includes before you get off the bus or before getting out of your vehicle upon arriving at Genesis. You should be able to make only minor adjustments to your clothing.

Females -- pants must be worn loose fitted not tight. Shirts must be long enough to cover the mid-area without having to be adjusted and **must be tucked if too long. Under garments SHOULD NOT be visible.** No sweats, fleece or knit pants are permitted. **No headbands, scarves or other head wraps should be worn. Females are not permitted to wear noticeable make-up.**

Sweaters, pullovers or jackets worn must be any solid color shade of blue, brown, khaki or white. A collared dress code approved shirt (blue, brown, khaki or white) must be worn under, sweaters, pullovers or jackets. **Students are not allowed to wear hooded jackets or sweaters to school. This rule will be strictly enforced.**

Jackets must be blue, brown, khaki or white with **NO HOOD** to wear inside the building and outside the building. **No other color jackets may be worn to school, as we do not have adequate space to store them.**

Shoes must be worn, shoe strings must be tied and/or Velcro fastened. All shoes must be closed toe style. No sandals, flip flops, cleats, bedroom shoes, roller skates, or shoes with sharp or protruding objects of any kind that would be a safety risk to any student

Students are prohibited from displaying any forms of dress, hairstyle, or other types of adornments that draw attention to one self in a manner that may be disruptive to the educational process.

Hair styles should be worn in an appropriate manner, no lines, words or designs may cut in his/her hair while enrolled at Genesis. Students are not permitted to dye their hair any unnatural or usual color while at Genesis. Hair must be clear of the face and eyes (male/females). No sharp pointed objects worn in hair. Rubber bands or hair scrunchies must be worn to hold hair not around the wrist. Sunglasses, hats, headwear or head coverings **are not** permitted to be worn in the building or bus.

Tattoos should not be visible and must always be covered.

Restrictions

Students are not allowed to be in possession of the following items:

- Purses, bags, wallets or other containers (females needing to bring personal items may do so in a paper bag. The bag must be given to someone at the front desk. These items can be accessed as needed by the individual)
- Jewelry (i.e., watches, rings, earrings, piercings, bracelets, anklets, necklaces, sunglasses)
- Money (unless the student pays for breakfast or lunch. Money should be given to the front desk upon the student's arrival at school in the morning. The money will be applied to the student's meal account. If money is found on a student, it will be confiscated and will be returned only to the parent or legal guardian)
- Food, drink, or gum (Special diets will require physician documentation)
- Medication (All medication must be prescribed by a Physician with a signed authorization form on file at Genesis. Medication can only be brought to Genesis by the **Parent or Guardian** of the student otherwise medication will not be accepted) **DO NOT send medication to school by a student under any circumstances.**
- Cell phones, iPod, gaming devices or any other personal electronic devices (Students are not to be in possession of these items whether they are transported to school by car or by bus. If a student is in possession of these items, 1st offense: the item will be confiscated and will be returned only to the parent or legal guardian) 2nd offense: suspension and days added up to Genesis time)

** Note: It is the discretion of the principal to restrict items that may not be listed above.*

Allowable items

Students are permitted to have the following items:

- A house key or small set of keys (keys should not be bulky)
- Asthma inhaler, Epi pen, or other emergency medical equipment (**Documentation must on file in the Genesis office**)
- Medic Alert Bracelet (Documentation must be on file in the Genesis office)
- Ear buds
- Absence note (to be turned in at the main desk the morning following the student absence)
- School supplies (these items should be brought in at one time. Students **should not** bring school supplies daily)

Section V: Computer Usage

Computers should be used for educational purposes only. Internet usage must be in support of and consistent with the educational process at Genesis. Students are not permitted to surf the internet, send, check or look at email or access social media (face book, twitter, Instagram, etc.) Students are not allowed to download anything to the computers or navigate to a different website without prior approval from an instructor.

Students are not permitted to play games or watch videos unless given direct permission from the teacher. The teacher will designate the appropriate time for these activities to occur.

Students who fail to use computers properly are subject to disciplinary action.

All computers in the Talladega County School system are networked and governed by a firewall. This firewall is designed to protect the computers from contracting viruses and to restrict access to material that may be considered inappropriate. **Changing the computer settings, backgrounds, configurations or installing or downloading software that will bypass the system firewall is STRICTLY PROHIBITED!!! *These are intentional acts that will result in suspension from school and extension of assigned time at Genesis.* Students who damage computers or headsets while using them must pay restitution before being released to return to the base school.**

Section VI: Behavior Management Plan
GENESIS Discipline Plan
(In Conjunction to TCBOE Handbook)

- *All students will receive due process.
- *Conflict Resolution may also be used as a preventive discipline method.
- *All major dress code violations are Class II Offenses. Students will be checked every day for any violations. Students will be sent to the office for disciplinary purposes.

Students who receive resource services, will be disciplined per their Individualized Education Plan.

While assigned to Genesis, Students continue to fall under the disciplinary code of the Talladega County School System. More detailed information can be found in section VII. of the Talladega County School's Student Responsibilities and Privileges Book.

Students who continually exhibit inappropriate behaviors, or consistently fail to comply with rules and procedures, are subject to receive disciplinary consequences such as

- **loss of privileges,**
- **supervised isolation,**
- **after school detention,**
- **out of school suspension,**
- **extension of assigned time at Genesis,**
- **and/or referral to the juvenile court system.**

There is **NO TOLERANCE** for students who engage in conversations, symbols, signals and/or gestures that represent affiliation with gang or drug culture. **Cursing and vulgar offensive** language will not be tolerated. There are consequences that follow such occurrences.

For a student to be released to return to their base school, they must successfully complete the Genesis program. Please remember, that a student's release date is only an approximation. **For a student to successfully complete the Genesis program, and return to their base school, students must meet 3 of the 4 following criteria:**

- **Attendance SHOULD NOT fall below 93% of the assigned Genesis time.**
- **Grades must be passing with an acceptable percentage of work completed in all subjects (acceptable percentage of work is determined by Genesis Staff)**
- **Demonstrate sustained performance or growth on STAR 360 diagnostic test**
- **Limited number of demerits on Student Accountability Record**

Each student will be assigned a digital student accountability record. Access to this record will be given to all of the student’s Genesis teachers. Teachers will make remarks in the accountability record based on the student’s work and/or behavior. This record will be monitored throughout and closely evaluated at the time of the student’s Genesis review.

- Positive comments work in the student’s favor.
- Neutral comments are areas of concern to watch.
- Negative comments count as demerits against the student, which may result in additional days added to Genesis time.

**A copy of the student’s accountability record is available to the parent or legal guardian upon request.*

Genesis Student Incentive System

While attending Genesis Alternative School, students will advance through a leveled system. Students will begin on bronze, and advance through silver, gold and platinum levels. Each level has its own incentive that students can earn by working diligently, being respectful, having exemplary behavior and having great attendance.

Once a student has earned a level, they receive the incentive on that level, and the incentives on previous levels.

Level	Days	Reward
Bronze	1 - 5	There are no rewards associated with this level
Silver	6 - 15	Students may participate in afternoon recess
Gold	16 - 30	Students may help with tasks around the school. Students may earn (1) 30-minute computer pass once per week, to be used at the teacher’s discretion.
Platinum	31 - 45	Students may participate in FREE DRESS FRIDAY. Student will not have to be in uniform on these Fridays. (Students must adhere to dress code guidelines outlined in TCBOE Student Responsibilities and Privileges Book)

- **Please note that these incentives are privileges! Which means they are given at the principal/teacher’s discretion, and are subject to be revoked if there are attendance, academic, or behavioral issues. Consistent problems will result in a student losing a level, which may lead to an extension of time at Genesis.**

Right to Restrain

We reserve the right to physically restrain students who exhibit self-harming behaviors or who demonstrate physical acts of aggression or violence towards staff or other students. A CPI trained teacher or other adult person responsible for the care and supervision of the student, may use reasonable and appropriate physical force when necessary, to ensure the welfare and safety of all parties. *More detailed information can be found in section XII of the Talladega County Schools Student Responsibilities and Privileges Book.*

Surveillance Equipment

To provide and maintain a safe and secure environment for students, staff, and visitors, the school will use surveillance equipment on properties owned and/or maintained by the Talladega County Board of Education. All school personnel, students, and parents are hereby informed that they are subject to being videotaped while in school buildings, on school grounds, and at school events. **Parents are not allowed to watch any video.**

Fire, Intruder, and Tornado Drills

Students, teachers, and staff members shall participate in frequent drills and emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly and quietly in an orderly manner. The school will use the intercom and alarm system to activate and notify students and personnel. Instructions for these drills will be posted in each classroom and discussed by each individual teacher. Students are expected to cooperate and follow instructions.

Assemblies

Courtesy and good conduct are expectations at Genesis School. Everyone is expected to behave in a responsible manner with utmost respect. All assemblies are held for your benefit. Therefore, we expect everyone to give our guests the respect and consideration they deserve. You may show your appreciation by clapping your hands. Please refrain from any negative actions. Anyone that violates the conduct rules will be disciplined.

Buses

Students who ride the buses to and from school will be expected to conduct themselves in a courteous manner. Any student who cannot abide by the regulations of the transportation department will be subject to disciplinary action which could result in loss of bus privileges. Bus drivers have the same authority and the same responsibility for requiring good behavior as teachers. All school rules and regulations pertain to the bus, the bus stops, and the bus passengers.

Cafeteria

No outside visitors can eat lunch with students at Genesis

Change of Address or Phone

Please make any changes to address or phone number at the local school. All school messages will use the phone number provided on file at the local school.

Class Dismissal

The teacher will dismiss students from class.

Complaints/Conference

Any parent, guardian, or student who has a complaint against the school should bring this complaint to the attention of the principal. The principal will arrange a conference with the complainant and the teacher or appropriate staff member. This conference will afford a full hearing and review of all the facts in the case, and each party will be given full opportunity to present information vital to the resolution of the problem. Should the complainant not be satisfied, he/she will be referred to the superintendent of schools

Deliveries

Flowers, gifts, balloons, etc...are not allowed at school. Students are asked to remind parents that our office will not accept these items.

Drug Testing

Students are subject to random drug testing. Students who test positive for nicotine, alcohol or drugs are subject to suspension, expulsion or referral to a youth facility.

Fighting

Genesis Alternative School has a “**No Contact**” policy. Therefore, if any student engages in a fight on the school campus, or on a school bus, he or she will be subject to severe disciplinary action including but not limited to a five day out of school suspension. If a **severe fight** breaks out among two or more students, state law requires that law officials be called. All students are hereby informed that they are subject to be taken by the police to the police station where their parents must pick them up if they are involved in a severe fight. Juvenile authorities may also be contacted. Students may receive extended time at genesis alternative school or be sent to a youth facility.

Bullying/Harassment

Bullying behavior such as threatening or harassing **WILL NOT** be tolerated. If students are found in violation of this policy, disciplinary actions will be taken, board policy will be followed and a court petition may be filed against the offending student.

Lost and Found

The lost and found has been set up in secretary's inner office closet. If an article has been lost, check with the office before you leave. At the end of the year, lost items will be donated to charities.

Metal Detector Policy

The school may employ the use of stationary and/or mobile metal detectors to provide and maintain a safe and secure environment for students, staff, and visitors. School officials are authorized to search for weapons, illegal drugs, alcohol, stolen goods, and/ or other materials or objects, the possession of which is a violation of school board policy, either by a detection device or other methods, when there is reasonable suspicion that the item(s) may be found by a search.

Physical Education Procedures

All students will participate in PE activities after acquiring silver level status.

Property Damage/Vandalism

Willful vandalism on the part of students who damage or destroy school system property will not be tolerated. If students are found guilty of such vandalism, the students and their parents/guardians will be held financially accountable. Students will be subject to disciplinary action and possible prosecution under the law.

Public Display of Affection

Boys shall conduct themselves as gentlemen and girls as young ladies. They should be courteous and considerate and show respect for one another. Hand holding, arm around one another, hugging, kissing, and other displays of affection are unacceptable.

Telephones

School telephones are for school personnel only. **Students will not to be released from class to use the telephone.** Students will not be called out of class for phone calls. In the case of an emergency, the principal will contact the student

Visitors

Genesis School is a closed campus. Visitors and out of town guests will not be allowed to attend classes with students. Meetings will take place at the principal's discretion.

Withdrawals

Withdrawal of students must take place at the base school.

Genesis Calendar and Activities

August	7	First Day of School for Students
September	3	Labor Day
October	12	Early Dismissal Day (11:30)
October	15	Weather Day
October	16	Staff Development Day (Students Out)
November	12	Veteran's Day Holiday
November	21-23	Thanksgiving Holidays
December	11-15	Fall Exams
December	18	Early Dismissal Day (11:30)
December	19-Jan. 3	Christmas Holidays
January	4	Staff Development Day (Students Out)
January	7	Students Return for Spring Term
January	21	M.L. King Jr. Holiday
February	18	Staff Development Day (Students Out)
March	25-29	Spring Break
April	26	Early Dismissal Day (11:30)
April	29	Weather Day
May	23	Graduation
May	23	Last student Day/Early Dismissal (11:30)
May	25	In-Service for teachers

Grading Periods

<u>Grading Period</u>	<u>Dates</u>	<u>Report Card Dates</u>
1 st Nine Weeks	Aug. 7 – Oct. 5	Oct. 11, 2018
2 nd Nine Weeks	Oct. 8– Dec. 18	Jan. 10, 2019
3 rd Nine Weeks	Jan. 7– Mar. 8	Mar 14, 2019
4 th Nine Weeks	Mar. 11– May 23	May 23, & 24 2019

Progress Reports will be given out on Sept. 11th , Nov. 6th , Feb. 5th , & Apr. 16th