**GENEVA CITY SCHOOLS HANDBOOK**

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GENEVA CITY BOARD OF EDUCATION

**511 PANTHER DRIVE**

**GENEVA, ALABAMA 36340**

**TELEPHONE (334) 684-1090**

**FAX (334) 684-3128**

[**WWW.GENEVACITYSCHOOLS.COM**](http://WWW.GENEVACITYSCHOOLS.COM)

**GENEVA CITY BOARD OF EDUCATION**

Chairperson Mr. Ron Justice

Vice Chairman Mr. Ricky Brackin

Member Mr. Michael Booth

Member Mr. Russell Clausell

Member Mrs. Tonya Roney

**ADMINISTRATION**

Rhonda Stringham Superintendent

Paul Curtis Child Nutrition/ Transportation/Textbooks

Erica Wright Special Education/ Federal Programs Coordinator

Ricky Nickolson Technology Coordinator

Mickey Bennett Geneva High School Principal

Heath McInnis Geneva High School Assistant Principal

Danny Bedsole Geneva Middle School Principal

Gerid White Geneva Middle School Assistant Principal

Jami Seay James A. Mulkey Elementary School Principal

Donnie Smith James A. Mulkey Elementary School Assistant Principal

**FORWARD**

This handbook should not be considered solely as a rule book but rather as an information book to help you in all aspects of student life at Geneva City Schools. No handbook can be all inclusive. There may be situations that arise which are not covered in this handbook. These will be dealt with on an individual basis. Anytime that a large group of people come together to live and work it is necessary that rules of conduct be formulated to protect the interests of all concerned. It is in this spirit that this handbook has been formulated.

\* It is the official policy of Geneva City Schools that no person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

**JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Geneva City School System are subject to the policies of the Geneva City Board of Education and to the rules and regulations of the schools. This authority applies to all school sponsored activities including, but not necessarily limited to, the following:

* transportation on school buses,
* field trips,
* club or organization meetings,
* occupants in an automobile driven or parked on school property,
* school groups representing the school system in educational events,
* other school-sponsored events including, but not limited to, athletic events (football, baseball, basketball games, etc. on and off campus), dances, plays, etc., and usual and customary parking area at facilities used for school sponsored activities.

The *Code of Conduct* is in effect during the time a student is transported under the sponsorship of the school system and during the time he/she is attending school, is attending a school sponsored event, or is a participant in a school sponsored event as noted above. The pupil shall be under the control and supervision of the principal, the teacher, other staff member in charge, or the bus driver as assigned.

**GENEVA CITY SCHOOLS SLOGAN, MISSION, AND BELIEFS**

**OUR SLOGAN**

Geneva City Schools: A Tradition of Excellence

**OUR MISSION**

The Mission of Geneva City Schools is to educate every student and produce graduates prepared for success.

**TO ACCOMPLISH OUR MISSION WE ARE COMMITTED TO:**

* Safe, positive, technology-rich school environments.
* Student-centered learning, challenging academic curricula, and effective, engaging instruction.
* Collaborating with families, community members, alumni, and post-secondary partners to support student success.
* Increasing students’ ability in problem solving, creative thinking, and application of learning.
* Continuous improvement and on-going professional development for faculty and staff.

**MESSAGES FROM BOARD OF EDUCATION, PRINCIPALS, AND SCA PRESIDENTS**

**MESSAGE FROM THE SCHOOL BOARD CHAIRPERSON**

On behalf of the Geneva City Board of Education, I would like to welcome all students and each member of our faculty and staff back to a new school year.

The gifts and talents of each student, combined with the dedication and passion of our teachers, allows us to strive for excellence. Excellence is not the result of a good intention or a clever slogan. It is not a value that is easily achieved. It comes from a strong, urgent desire to improve how we do things when we see something that we can do better.

I challenge each student, parent, teacher, and staff member to make our school system, a system of excellence.

***Ron Justice, Chairperson***

### MESSAGE FROM THE SUPERINTENDENT

Welcome to the 2016-2017 school year! The faculty and staff at Mulkey Elementary, Geneva Middle, and Geneva High schools are looking forward to making this another successful year of learning. I am honored and excited to serve as your Superintendent. As a life-long learner myself, I appreciate this opportunity to be a part of your journey of personal growth and academic excellence.

In Geneva City Schools, we are committed to *A Tradition of Excellence* and to that end we have provided you with this Handbook to assist you with a clear understanding of expectations that will help you make good choices. I, along with your families, teachers, community, business, and Board members, care about your success and we show it by providing schools that are clean, safe places for you to engage in learning rigorous standards necessary to graduate college-and-career-ready. We encourage learning that is fun and challenging where you can develop critical problem-solving and communication skills that will serve you now and in the future.

I encourage you to read this handbook with your parent/guardian as it contains important information regarding Geneva City Schools’ policies and procedures designed to create a positive, more efficient environment for your learning experience. Our purpose is to support you as you develop sustaining relationships and academic skills as you become a successful, productive citizen of Geneva City, the State of Alabama, and our great nation!

I am excited about this coming year and I hope that you are too. Great things can come about by concentrated, consistent effort day-by-day. Our goal is to deliver our best to you every day so that you can achieve your goals.

Thank You and Best Wishes!

***Rhonda Stringham, Superintendent***

**J. A. M. E. S. PRINCIPAL AND SGA PRESIDENT**

**Principal’s Message**

Dear MES Panthers,

It is with great pleasure that I welcome you to James A. Mulkey Elementary School. I am excited about the 2016-2017 school year. Mulkey Elementary School has creative and energetic students, a dedicated and passionate faculty, and supportive parents. We are going to do great things together.

Excellence is not the result of a good intention or a clever slogan. It is not a value that is easily achieved. It comes from a strong desire to improve how we do things when we see something we can do better. We continue to work hard to ensure that Mulkey Elementary School will be recognized as a school that sets their students and teachers up for success.

At Mulkey Elementary, the staff, faculty, and administration are honored that you entrust us with your precious ones. The hours that your children are with us each day are so important.  Here’s to a great school year! Please do not hesitate to call or e-mail me or any of the MES staff if you have additional questions.

***Jami W. Seay, Principal***

**SGA President’s Message**

Dear Fellow Students,

It is with much honor that I introduce you to the 2016-2017 academic year here at James A. Mulkey Elementary. Students, as you flip through the pages of this handbook, you will find valuable information about the school. Although informational, it is up to you to step outside of this handbook and explore all that James A. Mulkey Elementary has to offer. I also challenge you not to limit yourself to what is before you; take the initiative to leave your own individual impression on our school. Finally, let us all join together in taking school spirit and enthusiasm to new levels, because together we are the heart and soul of James A. Mulkey Elementary. GO PANTHERS!!

Tyler Commander, President

**GENEVA MIDDLE SCHOOL**

**Principal’s Message**

Dear Parents and Students:

On behalf of the GMS faculty and staff, it is truly my pleasure to extend a heartfelt welcome to you as we begin the 2016-2017 school year. To those students and parents who are new to GMS, we extend an especially warm welcome and best wishes for an excitingand productive year in your new school.

The staff and faculty here at Geneva Middle School have made a commitment to provide the best possible education for every child in a safe, nurturing environment. Our school motto is “Achieving Success by Expecting the Best”. We will do this by developing quality relationships and creating academically rigorous classrooms that are engaging for our students. We expect students to attend school regularly, put forth an effort in each classroom, and respect the rights of each individual in our school community.

Geneva Middle School is a great place to be. I believe that strong community-school relationships are essential to high academic achievement. Find any successful school and you will also find parents and community members that are involved and supportive of the school. For that reason, I hope that you will take the opportunity to be actively and meaningfully involved in your child’s middle school experience and participate in the events sponsored by the school and the PTO. You will always be welcomed at Geneva Middle School.

This handbook is not intended to be a rule-by-rule chronicle of all situations that may arise throughout the year, but it will serve as a guide for both you and the school.

At Geneva Middle School, students are our main concern. Thank you for the trust that you have placed in us and for the opportunity to serve you. May this be our best school year ever.

***Danny Bedsole, Principal***

**SGA President’s Message**

Dear GMS Students, Teachers, and Staff:

My name is Cameron Mitchum, and I am your 2016-2017 Student Council president. Welcome back to all the students. I want to wish you good luck as you go into this school year and as you go into the next grade. I am looking forward to this year, and can’t wait to see what comes of it!

First, I want to welcome the sixth graders: This is your first year at Geneva Middle School. It will be a big change from Mulkey, like lockers, changing out for PE, break being in the middle of the day, different classes, and everything else, but I know you will enjoy it a ton! Seventh graders: You have already been here a year and figured out how everything works, but you will have one more year to go. Strive to make it the best one yet, and enjoy it! Eighth graders: We are now the oldest! We need to make the best out of this year, because we will be the youngest as we move up into high school. Things will definitely change as we go into ninth grade, so make this year count! I hope everyone has a great year. I am looking forward to it. Thank you!

***Cameron Mitchum, SGA President***

**GENEVA HIGH SCHOOL PRINCIPAL AND SCA PRESIDENT**

**Principal’s Message**

I would like to personally welcome everyone back to Geneva High School for the 2016-2017 school year. It has been a very busy summer and I look forward to another successful school year as principal of this outstanding institution.

Our goal here at GHS is to provide all students with a quality education and to empower each student to maximize their potential. In order to achieve this goal, students must invest their time wisely and take advantage of all the opportunities that they are given by our hard working faculty and staff. Geneva High School has a rich tradition of excellence in education and I challenge each of you to achieve and maintain that level of excellence throughout the school year.

I look forward to an exciting year.

***Mickey Bennett, Principal***

**SCA President**

Welcome back GHS students! I am your new 2016-2017 Student Council President. I am sure all of you had a wonderful summer filled with memories that will last a lifetime! I hope you all are ready to start another amazing school year! I would like to welcome all of the incoming freshman to GHS! To the class of 2017, senior year is here, we finally made it! Get ready to make memories that you will cherish forever! To all students at GHS, always do your best and work hard, and remember, you are never wrong to do the right thing! Let’s make this school year great!

***Madison Jennings, SCA President***

**ENROLLMENT**

**Non-Resident Student Enrollment Requirements**

The Geneva City Board of Education defines resident students as those who reside in the existing Geneva City School District. For purposes of the admission policy, the residence of the student will be the residence of the parent(s) or legal custodian/guardian. If custody of the child is shared between parents, the residence of the student shall be that of the parent who has primary physical custody of the student, as established by an appropriate order issued by a court of competent jurisdiction of the State of Alabama.

Students whose custodial parent(s) or legal guardian(s) reside outside the existing Geneva City School District are considered non-resident students. The Geneva City School Board allows non-resident students to attend school in the Geneva City School System when all of the following criteria are met:

* Student class-size or space availability
* Program capacity availability
* Academic, behavioral, and attendance records are satisfactory
* Completion of an Application of Non-Resident Admission
* Successful interview with school principal

Custodial parents or legal guardians residing in other school districts will not be permitted to circumvent residency requirements and attendance zone lines for executing temporary powers of attorney delegating parental authority to relatives or other persons residing within the attendance lines of Geneva City School System. Powers of Attorney under Section 26-2A-7 of the Code of Alabama are temporary in nature and will require documentation of the type(s) of circumstances contemplated by the legislature and verification that the student resides with the person to whom authority has been delegated. Temporary delegation of parental authority may be accepted based upon information provided to the principal through a written request fully documenting the emergency situation or extenuating circumstances justifying the temporary delegation of authority. Power of attorney or delegation of authority may not be used for the primary purpose of attending Geneva City Schools.

When power of attorney or delegation of authority is accepted and approved by the Principal, the custodial parent(s) or legal guardian(s) may grant temporary power of attorney or delegation of authority for a duration of time as appropriate under the circumstances, not to exceed one calendar year (this is for military purposes only). A non-resident fee is accessed if the custodial parent(s) or legal guardians(s) live outside the existing Geneva City School District.

**Application Process for Admission as a Non-Resident Student**

Interested students must submit a completed application to be considered for admission.

All submitted applications will be screened, but may not be accepted. Submission of an application and accompanying documentation in no way guarantees acceptance into the Geneva City School System. Non-resident students interested in enrollment for the 2017-18 school year must submit a completed application no later than **June 15, 2017** to:

 The Geneva City Board of Education

 511 Panther Drive

 Geneva, AL 36340

Applications will be accepted by mail, or may be hand delivered to the above address between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Applicants must also have official education records from their current school submitted directly by that school. Education records must include a copy of the current report card, transcript, discipline, and attendance records.

**No application will be considered complete until all educational records from the student’s current school have been received directly from that school. Educational records should be postmarked no later than June 15, 2017 for the application to be considered. Applications will be reviewed in the order they are received until the allotment of successful applicants has been accepted.**

Children of full-time employees who work for Geneva City Schools, but reside outside the existing district, may attend Geneva City Schools without payment of tuition. However, these students must meet all standards established for non-resident students.

Non-Resident Students enrolled at the time of the adoption of this policy will be allowed to attend without the payment of non-resident fees. Any siblings that enroll after adoption of this policy will also be exempt from payment. However, these students must meet all standards established for non-resident students.

**Review of Applications**

The principal at each school will screen applications and issue letters either declining the application or inviting the applying student to an interview with the principal. Interviews will be scheduled by each school principal. In addition to the requirements of the Non-Resident Student Policy, the principals will also consider the size of the class in the grade level to which the student is making application as a part of the screening process.

Enrollment applications may be denied because a school, grade, or program(s) lacks space, staff, support services, facilities, or equipment, taking in-district enrollment projections into consideration, or because the student:

* Does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of academic performance;
* Has been suspended or expelled from school, is in the process of being suspended or expelled, has withdrawn from a school to avoid possible suspension or expulsion;
* Has a history of documented, disciplinary infractions within the past three (3) years, or has been adjudicated or convicted of a crime that involved personal injury, loss of or damage to property, or disturbing the peace or public order;
* Has a record of excessive absences or truancy from school; or
* Presents incorrect or incomplete information on the enrollment application

**The Interview Process**

At the interview, the custodial parent/guardian and the student will be asked to sign an agreement acknowledging all the requirements of the Non-Resident Student Policy. In addition, the parent(s) or guardian(s) must understand and agree to abide by the expectations set for them and perform the following actions:

1. Ensure the child’s ability to attend school
2. Provide transportation for the child
3. Sign an agreement for behavior and attendance expectations
4. Provide correct residency information, and
5. Pay an out-of-district tuition fee

Providing misinformation or failure to abide by the agreement may result in disenrollment of the student.

**Acceptance**

Each applicant that is interviewed will be issued a letter either declining or accepting the student’s application for enrollment as a Non-Resident Student no later than July 7, 2017.

An approved application shall be valid for one year only. All returning non-resident students must complete an *Intent to Return Form* each year. The Geneva City School System reserves the right to revoke the enrollment status of an out-of-district student at any time for any misconduct that would warrant suspension or expulsion under the Code of Student Conduct, or because of false, misleading or incomplete information on the enrollment application. In the event of a revocation, the Superintendent or designee shall inform the parent/guardian of the circumstances which resulted in the revocation decision. There is no appeal process; the decision of the Superintendent is final.

Tuition for accepted student applicants must be paid in full no later than July 13, 2017. No partial payments, payment plans, or hardships will be considered. Accepted student applications whose tuition is not paid in full by the deadline will not be enrolled into the Geneva City School System, but may reapply the following year.

**Tuition**

The tuition schedule for the Geneva City School System is as follows:

 First family member $500.00

 Second family member $500.00

 Third family member $200.00

Tuition for both newly accepted and continuing Non-Resident Students must be paid in full no later than 4:00 pm on July 13, 2017. Tuition payments will only be accepted by cash, money order, or cashier’s check and are not refundable. Tuition payments must be made in person at the Geneva City Board of Education Office located at 511 Panther Drive, Geneva, AL 36340. Money orders or cashier’s checks should be made payable to the Geneva City Board of Education.

**Continuing Enrollment as a Non-Resident Student**

**All Non-Resident Students will be evaluated at the end of each semester.** Those not meeting the requirements of the policy will be withdrawn from the Geneva City School System.

At the end of each school year, all Non-Resident Students will be evaluated and issued a letter from the principal notifying the student of either withdrawal from the system or continuing enrollment. The letter of continuing enrollment will contain the deadline date for payment of the next years’ tuition. Failure to pay tuition in full by the deadline will result in the withdrawal of the student.

All Non-Resident Students completing Grade 5 at James A. Mulkey Elementary School who receive a letter of continuing enrollment will be expected to attend a meeting with the Geneva Middle School principal prior to registration. A custodial parent or guardian must accompany the student to this meeting. No student will be allowed to register as a Non-Resident Student without a custodial parent or guardian attending this meeting.

All Non-Resident Students completing Grade 8 at Geneva Middle School who receive a letter of continuing enrollment will be expected to attend a meeting with the Geneva High School principal prior to registration. A custodial parent or guardian must accompany the student to this meeting. No student will be allowed to register as a Non-Resident Student without a custodial parent or guardian attending this meeting.



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|  |  |  |  | Geneva City School System  |  |  |  |
|  |  |  |  | Application for Non-Resident Admission  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 511 Panther Drive |  |  |  |  |  |
|  |  |  |  | Geneva, AL 36340 |  | www.genevacityschools.com |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **GENERAL INFORMATION** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | This application is for **new** non-resident students only. |  |  |  |
|  |  | Academic, behavior, and attendance records from previous schools must be submitted with this application. Poor records may result in the rejection of the student's application. |
|  |  |  |
|  |  | Placement will be on a space-available basis only. The superintendent or designee will make the final decision regarding admission. |
|  |  |  |  |  |  |  |  |
|  |  | Non-residents must provide transportation for their child. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **STUDENT INFORMATION (one form per student)** |   |   |   |   |   |
|  | **Name (Last, First, MI)** |   |   |  |   |   |   |   |   |
|  | **Date of Birth** |  |  |  |  |  |  |  |  |  |
|  | **Gender** |   |   |   |   |   | **Current Grade Level**  |   |   |
|  | **Last School/Daycare Attended** |   |   |   |   |   |   |   |
|  | **Did the student receive any special services at the last school/daycare attended? Yes or No** |
|  | **If yes, explain.** |   |   |   |   |   |   |   |   |   |
|  | **Has the student ever been enrolled in Geneva City Schools? Yes or No** |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **PARENT/GUARDIAN INFORMATION**  |   |   |   |   |   |   |
|  | **Name (Last, First, MI)** |  |  |  |   |  |  |  |   |
|  | **Physical Address** |   |   |   |   |   |   |   |   |   |
|  | **Mailing Address**  |   |  |  |  |   |  |  |  |   |
|  | **Email Address** |   |   |   |   |   |   |   |   |   |
|  | **Home Phone** |   |  |  |  |   |  |  |  |   |
|  | **Work Phone** |   |   |   |   |   |   |   |   |   |
|  | **Other Phone**  |   |  |  |  |   |  |  |  |   |
|  | **Employer**  |   |   |   |   |   |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |
|  | ***Geneva City Schools- A Tradition of Excellence***  |
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|  |  |  |  | Geneva City School System  |  |  |  |
|  |  |  |  | Application for Non-Resident Admission  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 511 Panther Drive |  |  |  |  |  |
|  |  |  |  | Geneva, AL 36340 |  | www.genevacityschools.com |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **FINANCIAL AND ELIGIBILITY AGREEMENT** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |   | I verify that the above information is accurate and current. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | I understand that I am financially responsible for all applicable tuition fees as well as fees for any  |
|  |  | special services for my son or daughter to attend Geneva City Schools and that no statement or invoice will be sent. I am responsible for making my tuition payment when it is due. If tuition is unpaid, my child will not be allowed to attend classes. I may not be notified in advance. |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | I understand that my child's behavior, attendance, and grades can affect their enrollment in the Geneva City School System, as stated in the "Admission of Non-Resident Students' Policy". Problems including, but not limited to, excessive tardiness, truancy, disciplinary issues, and/or poor grades may constitute a basis for the student's dismissal. |
|  |  |  |
|  |  | I agree that transportation arrangements are my responsibility, except as required by law. |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Non-resident admission may be rescinded without a refund of tuition per Geneva City School |
|  |  | System policy. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  Signature: |   |   |   |   |   | Date: |   |   |
|  |  |  |  | *Parent/Legal Guardian*  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  Signature: |   |   |   |   |   | Date: |   |   |
|  |  |  |  | *Parent/Legal Guardian*  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **STUDENT ACKNOWLEDGEMENT (3RD GRADE STUDENTS AND ABOVE ONLY)** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | I understand that my attendance in the Geneva City Schools is dependent upon my  |  |
|  |  | behavior and attendance as well as acceptable academic performance. |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  Signature: |   |   |   |   |   | Date: |   |   |
|  |  |  |  | *Student*  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Students may submit a completed application **post marked no later than June 15, 2017** to: |
|  | The Geneva City Board of Education  |
|  | 511 Panther Drive |
|  | Geneva, AL 36340 |
| Applications may also be hand delivered to the above address **no later than 4:00 PM, June 15, 2017.** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |
|  |

### ATTENDANCE

All students enrolled in the Geneva City School System are required to be in continuous attendance. Each student must attend school in the zone where the student maintains a bona fide residence with the custodial parent(s) or legal guardian.

Alabama Act 93-972 requires parents to be responsible for enrolling their children in school, ensuring that they attend school regularly, and requiring that they properly conduct themselves.

**Geneva City Schools Attendance Policy**

RATIONALE: The consensus opinion of the administration and attendance officer is that our school attendance can be improved by regulating the number of parental-excused absences allowed in a given school year. The following proposal, with specific steps and actions taken at designated intervals, will serve as a means to curb excessive absences while continuing our commitment to remain in constant communication with parents and/or guardians. The sole purpose of this program will be to ensure that educational goals are met by proper school attendance.

**Truancy**

Failure to attend class or school without approved absence or consent from the principal.

Early Warning

Parents of students who are excessively absent from school may be required to attend the Early Warning Truancy Prevention Program in juvenile court at which time an assistant district attorney, juvenile court probation officer, and the Geneva City Schools attendance officer will be present to discuss parental responsibilities and assistance programs.

### Regulations Governing Public Schools

**(290-3-1-.02)**

Truancy Definition. A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education’s current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)

(i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.

(ii) Parent/guardian shall also be provided with a copy of Alabama’s compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. No earlier than the fifth unexcused absence (conference)

(i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.

(ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

(iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12I (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)

(i) File complaint/petition against the child and/or parent/guardian, if appropriate.

4. Child under probation

(i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Ala. 1975, §12-15-100 and 105.

(ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

5. Any local education agency may adopt a policy more rigorous than the State policy.

Over-age Non-attending Students

It is recognized that students beyond compulsory school age are not required to attend school. Students beyond compulsory school age, with more than 12 unexcused absences per term will be subject to termination of enrollment. Administrators are authorized to request the attendance officer’s approval to terminate enrollment. The attendance officer will approve after documented efforts to contact and inform students and parents/guardians.

Any appropriate agencies serving the student may be notified of the student’s non-attendance and termination of enrollment.

### EXCUSED ABSENCES

An absence may be excused by the principal for the following reasons: pupil is too ill to attend school, inclement weather which would be dangerous to the life or health of the child if he attended school, legal quarantine, death in the immediate family, emergency condition as determined by the superintendent or principal, or students excused by the principal for attendance at special events, based on parental request, shall be considered absent, excused, but shall not be considered to be perfect in attendance. Such approval must be based on a written request submitted and approved in advance by the principal.

**Please have your parent call the school by 7:45 am anytime you are going to be absent.**

Please bring a note the first day you return to school signed by your parent, giving your name, days of absence, and reason for absence. (If you had a doctor or dentist appointment, we need a note from the doctor/dentist office to be able to excuse it as a doctor/dentist excuse.) Take your note to the main office to receive an admission pass to return to classes. This pass must be read and signed by each of your teachers as you enter class. Your 4th block teacher at GHS and your intervention teacher at GMS will keep it and send it to the office. Elementary students give notes to their homeroom teacher.

All documentation for absences must be received within three days or the absence will be unexcused.

Students may make up work if the absence is excused. Arrangements for making up this work must be done within five (5) school days, unless extenuating circumstances are given consideration by the teacher and/or principal. If you miss work because of an excused absence, you have the right and responsibility to ask for and complete all missed assignments and tests. Homework assigned before an absence is due on the first day of return from absence. If the assigned work you miss is at the end of a grading period, then you receive a mark of incomplete (I) until you complete the assigned work. If you do not make up the work in the time stated in advance by your teacher, you will receive a grade of zero (0) for each assignment or test unfinished. Absences in excess of seven (7) days will be reported to the attendance officer for substantiation of cause.

### UNEXCUSED ABSENCES

Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or parental neglect. Parental notes in excess of seven per semester will be unexcused.

**Consequences For Unexcused Absences Per Term/Semester**

Subsequent Unexcused Absences:

Attendance Officer will file a petition.

Suspension is documented as unexcused absence but does not result in assignment to Early Warning Court.

Students may not make up work if the **absence is unexcused**.

All documentation for absences must be received within **three days** or the absence will be unexcused. All unexcused absences must be reported to the attendance officer on a weekly basis.

All schools **must** record absences as excused and/or unexcused.

### TARDY POLICY

A student is considered tardy when he/she **is not in the classroom** when the tardy bell rings.

Excused tardies do not count against perfect attendance.

Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class.

**Consequences For Unexcused Tardies Per Term/Semester**

Third Tardy: **Detention**

Fourth Tardy: One day **ISS**

Fifth Tardy: Two days **ISS**

Sixth Tardy: Three days **ISS**

Seventh Tardy: One day **Suspension**

Any Subsequent Tardies: May result in suspensions or the filing of a petition in juvenile court.

\*\*\* Alternate consequences may be determined at the discretion of the principal.

**Withdrawal** **from** **School** - If you withdraw from school, you must clear with your teachers and the office all textbooks, library books, money owed, and records. **No records will be** **released to your parents or other schools until this is done.**

**ACADEMICS**

**Grading Scale**

A – 90-100 B – 80-89 C – 70-79 D – 60-69 F – Below 60

Student grades can be reviewed by parents using the STI Parent Portal. A username and password is required to review, not only grades, but schedules, attendance records, and discipline reports. Usernames and passwords can be obtained in person through the office at the school your child attends. Please bring your ID with you to verify parental/guardian status. If you have previously had one issued to you, it will remain the same. If the username and/or password is forgotten or lost, you may request it in person from office personnel. No confidential information will be given out over the phone. The portal can be found at:

**https://sis-genevacity.chalkableinformationnow.com/InformationNow**

**Textbooks**

Textbooks are supplied by the State Department of Education and the Geneva City School Board of Education for all of your required and most of your elective subjects. You must take reasonably good care of all books issued to you. The condition of the textbook is recorded when it is issued. Students must complete and return a Textbook Loan Sheet documenting all books issued to a student and their condition.

State law requires payment for lost or damaged books according to a state-adopted formula before replacement texts can be issued. You may be asked to buy supplemental material for some core and elective classes.

**Gifted Education**

“Gifted” students are defined as those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. The children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred for consideration for gifted services by teachers, counselors, administration, parents or guardians, peers, self, or any other individual with knowledge of the student’s abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the following three areas: Aptitude, Characteristics, and Performance. The scores from the assessment/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For additional information regarding identification of “Gifted” students in the Geneva City School System contact Mrs. Erica Wright, SPED administrator at (334) 684-1090 or Mona Green at (334) 684-2294.

**ACCESS Distance Learning**

Geneva High School offers web-based courses through ACCESS Distance Learning. Course offerings are determined by the counselor and principal each year depending on the needs of the student body. Generally, more successful web-based learners are those who are independent learners, computer literate, and effective written and open communicators. Available courses and a complete description of the policy can be obtained from the school counselor.

**Graduation Requirements**

**Geneva High School**

##### Grades for all Advanced and AP classes shall be weighted. Each advanced level course successfully completed shall have five points added to the total score, and each advanced placement course successfully completed shall have ten points added to the total score before the final numeric average is calculated for ranking purposes.

Advanced Placement Courses Advanced Courses

##### AP English Advanced English 10-12

##### AP Bio (when offered) Advanced Gov/Econ

##### AP Calculus Advanced US His A

#####  Advanced US His B

 Advanced Geometry

 \* For ACCESS Distance Learning Algebra II with Trig

 courses, extra points will be Pre-Calculus

 awarded to those courses whose Advanced Anatomy

 descriptions indicate AP or College Physics

 Prep and also second level or Chemistry I

 higher foreign language courses. Spanish II Advanced Biology Genetics

### Class Ranking

The actual numerical grades posted on the transcript shall be used to calculate the class ranking for the graduating class.

### Grade Point Average

The standard un-weighted GPA shall be calculated using the following scale:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

The standard weighted GPA shall be calculated by adding 1 point for every advanced and AP course to the total quality points before dividing by the number of courses taken. Thus, the following scale shall be used for weighted GPAs.

##### Regular Courses A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

###### Adv. & AP Courses A=5.0 B=4.0 C=3.0 D=2.0 F=0.0

### Transfer Students

Geneva High School shall accept transfer students from other accredited high schools along with credits and grades earned. Students transferring from non-accredited schools may be required to take a comprehensive subject matter test prior to accepting grades or credits. Credits from a non-accredited institution shall not be used in the computations of averages to determine the students designated as honor students.

Students transferring with letter grades will have the following values applied to their transcript:

A+ = 100 A = 95 A- = 90 B+ = 89 B = 85 B- = 80

C+ = 79 C = 75 C- = 70 D+ = 69 D = 65 D- = 60 F = 59

### Promotion Requirements

### Students must fulfill the following requirement in order to be promoted to the next grade level (homeroom):

 5 credits to be classified as a sophomore

 13 credits to be classified as a junior

 21 credits to be classified as a senior

### Honor Students

Students with a numerical average of 92 or above on all credits posted on the high school transcript through the first semester of twelfth grade shall be designated as honor students**. No numeric averages will be rounded in determining honor students.**

### Valedictorian & Salutatorian

The Valedictorian and Salutatorian shall be determined by class ranking and must take the courses required for the Advanced Academic Endorsement. A student must pass Advanced or AP English 12 in order to receive the Advanced Diploma or be considered for Valedictorian or Salutatorian. If a tie, co-valedictorians will be declared and no salutatorian shall be recognized. Grades posted on the high school transcript through first semester of twelfth grade shall be used to determine the class ranking. The candidates must have been enrolled at GHS for one full school year prior to the date of graduation to be considered for the Valedictorian or Salutatorian.

### High School Academic Banquet

The honorees for the Spring Academic Banquet shall be determined by grades from the 1st nine weeks, 2nd nine weeks, 1st semester final averages, and 3rd nine weeks of the current school year. Students must not have any C’s, D’s, or F’s in any classes, including Dual Enrollment. Students meeting these requirements, along with the top three seniors receiving awards in each subject area, will be invited to attend the banquet. The Spring Academic Banquet is sponsored by the Geneva Rotary Club.

**Graduates of 2017 and Beyond**

**ALABAMA HIGH SCHOOL DIPLOMA**

**UNITS REQUIRED**

#####  English 4

 English 9 1

 English 10 1

 English 11 1

 English 12 1

 Mathematics 4

 Algebra I (or Algebra A and B) 1 (2)

 Geometry 1

 Algebraic Connections (if needed for 3rd math) 1

 Algebra II or Algebra w/Fin (final course) 1

 Science 4

 Biology 1

 Physical Science 1

 Additional Life or Physical Science 2

 Social Studies 4

 World History 1

 U.S. History to 1877 1

 U.S. History 1877 to Present 1

 Government ½

 Economics ½

 Physical Education 1

 Health Education ½

 Career Preparedness 1

 Career Tech and/or Foreign Lang and/or Art 3

 (Encouraged to take two courses in sequence)

 Electives 7½

 **Total Units 29**

**ADVANCED ALABAMA HIGH SCHOOL DIPLOMA**

**UNITS REQUIRED**

#####  English 4

 English 9 1

 English 10 1

 Advanced English 11 1

 Advanced English 12 1

 Mathematics 4

 Algebra I (or Algebra A & B)---------------------------------------1 (2)

 Advanced Geometry 1

 Algebra II with Trig 1

 Pre-Calculus 1

 Science 4

 Biology 1

 Physical Science 1

 Advanced Level Sciences 2

 Social Studies 4

 World History 1

 U.S. History to 1877 1

 Advanced U.S. History 1877 to Present 1

 Advanced Government ½

 Advanced Economics ½

 Physical Education 1

 Health Education ½

 Career Preparedness 1

 Career Tech and/or Foreign Lang and/or Art 3

 (Encouraged to take two courses in sequence)

 Electives 7½

 **Total Units 29**

**Alternative Pathways for Students with Disabilities to Earn the Alabama High School Diploma**

The two pathways outlined below are in addition to the general/advanced pathways aforementioned. Courses from these pathways **are not appropriate** for students who plan on attending a four year college.

 **Essentials/Life Skills Pathways-29 credits Alternate Achievement Pathway-29 credits**

 **\*For students with severe cognitive deficits**

|  |  |
| --- | --- |
| English Essentials 9,10, 11, 12 | AAS English 9, 10, 11, 12 |
| Algebraic Essentials A and B; Geometry Essentials, Career Math | AAS Math 9, 10, 11, 12 |
| LS Science I: Physical ScienceLS Science II: BiologyLS Science III: Earth Space ScienceLS Science IV: Environmental Science | AAS Science 9, 10, 11, 12 |
| LS I: World History for LivingLS II: US History for Living to 1877LS III: Us History for Living 1877 to presentLS IV: Econ. for Living/ Gov. for Living | AAS Social Studies 9, 10, 11, 12 |
| 1 Life (Personal Fitness)  | 1 Life (Personal Fitness) or Adaptive PE |
| .5 Health  | .5 Health or AAS pre-vocational, vocational, community based instruction or elective |
| 1Career Preparedness | 1 AAS Life Skills |
| 2 CT credits and Workforce Essentials | 3 AAS Life Skills |
| 1 Coop Work or Workforce Essentials II is required 6.5 electives | 7.5 AAS electives  |

These pathways are not absolute. Regular courses may be substituted when the student is able to successfully complete the coursework.

\*Any student who takes **four or more classes** on the essentials pathway must do the work component.

**EXAM EXEMPTION POLICY**

**Geneva High School**

Students in grades 9-12 may exempt no more than 2 final exams per semester. In order to exempt a final exam, students must not have been assigned to ISS or been suspended during the semester, and meet the following criteria in the class to be exempted:

* Must have no more than three absences (excused or unexcused)
* Must have no more than three tardies
* Must have earned at least a 90 average for both preceding 9 week grading periods or must have earned at least a 75 average for both preceding 9 week grading periods with no absences

**Geneva Middle School**

Students in grades 6-8 may exempt no more than 2 final exams per semester. In order to exempt a final exam, students must meet the following criteria:

* Must have at least an “A” or “B” cumulative average with 4 or less excused absences and 3 or less tardies per class per semester. (school related absences do not count against a student)
* No student can exempt exams in the same class(es) in consecutive semesters.
* No exemption will be granted to any student that has been assigned to ISS.
* No exemption will be granted to any student that has been suspended from school.
* A student who misses any of a class period due to checking out/in will be counted as absent for the period.

A form must be completed by the teacher and submitted to the office to verify the student is eligible for the exemption.

**GMS Semester Grading Procedure**

For students that have met the requirements for exemption and for classes where exams are not given, grades will be determined by the following format:

* Count each 9 weeks as 50% to accumulate the semester average.

For students not exempting and for classes where exams are given, grades will be determined by the following format:

* Count each 9 weeks as 40%
* Count the semester exam as 20%

**Yearly Average-** each semester average counts as 50% of the yearly average.

 **HONOR ROLL**

At the end of each nine weeks and at the end of the year, an honor roll is displayed in the school. It is also published in the *Geneva County Reaper.* To be placed on the "A" honor roll a student must have A’s in all subjects for the given nine weeks or year. To be placed on the "AB” honor roll a student must have at least one (1) A and no less than B’s in their classes for the given nine weeks or year. The A’s and/or A’s and B’s must be earned for work on the grade level the student is enrolled. Kindergarten and 1st grade are not included on the Honor Roll published locally.

**GUIDELINES FOR RETENTION OF STUDENTS**

Geneva City’s philosophy embraces the concept that each student be encouraged to develop his or her knowledge and skills to the greatest extent possible. To this end considerable provision is made by means of special classes and services and by teachers within classes to meet the individual needs of students.

In most cases students are able to attain the competencies needed through these channels and to progress through their classes within the normally allotted period of time.

On occasion, however, it becomes obvious that a student is falling so far behind his or her classmates that it would be to the student’s advantage to spend another year in a particular grade in order to bring his or her competencies more in line with others in the group. It is for this reason that these guidelines are established.

**J. A. M. E. S.**

Each case of retention in the elementary school should be considered on an individual basis, and the best interests of the child should be given primary importance. Because of the many variables, it is necessary to rely upon the professional integrity of the teacher and the principal in making decisions based on the best data available. The guidelines, which follow, are provided to assist principals and teachers in making decisions regarding the retention of students.

**Promotion from Kindergarten to First Grade**

A kindergarten student who has achieved readiness (i.e. academic skills, social/emotional development) shall be promoted to the first grade. A kindergarten student lacking readiness skills may be retained based upon teacher recommendation with parental approval.

**Promotion – Grade 1-5**

* 1. Failure in two major subject areas, Language Arts, Reading and Math is justification for retention.
	2. Parents should be notified in writing as early as possible that retention is under consideration. Notification should indicate that while promotion is doubtful at that time, substantial progress during the remainder of the year could lead to promotion.
	3. The decision to promote or retain a child is the responsibility of the principal and the teacher. The teacher should make the initial suggestion, but careful consideration should be given by both teacher and principal. A parent may suggest retention, but the decision is a professional one and should not be made solely on basis of the wishes of the parent. Parent conferences are highly recommended in all cases under consideration for retention.
	4. As a general rule, early retention, particularly in the primary grades, affords the most favorable opportunity for remediation.
	5. The decision to promote or retain a child should be based on the child’s performance and other factors existing during the school year.

**Geneva Middle School**

Students enrolled in grades 6-8 must pass 5 of 6 subjects to be promoted to the next grade. Students not meeting these requirements will go through a determination process which will involve the principal and teacher(s) having the authority for determining promotion and retention.

**Geneva High School**

Students must fulfill the following requirements in order to be promoted to the next grade level (homeroom):

 5 credits to be classified as a sophomore

 13 credits to be classified as a junior

 21 credits to be classified as a senior

**Standardized Testing**

DIBELS (Beginning of Year Test)(K-2) August 15-26, 2016

DIBELS (Mid-Year Test)(K-2) January 17-31, 2017

ACT WorkKeys Internet Version (12th Grade) February 7-9, 2017

ACCESS for ELLs Window of March 1-24, 2017

ACT Plus Writing (11th Grade) March 21, 2017

ACT ASPIRE (Reading)(Grades 3 - 8) April 11, 2017

ACT ASPIRE (Math)(Grades 3 - 8) April 12, 2017

ACT ASPIRE (Science) (Grades 4-8) April 13, 2017

ACT ASPIRE (Grade 10) April 11 & 13, 2017

DIBELS (End of Year Test)(K-2) April 17-May 2, 2017

**Cell Phone/Digital Device in a Testing Setting By Students**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is ***strictly prohibited*** during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

### If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student’s test will be invalidated.

###

### STUDENT RESPONSIBILITIES AND RIGHTS

Students have rights that schools must observe, but they will also understand that personal responsibilities accompany individual rights. Furthermore, the rights of students will be viewed in relationship to the safety and welfare of the majority of students in the schools. Above all, schools will maintain discipline to conduct a quality educational program.

Student responsibilities are:

* + 1. to engage in the serious business of learning,
		2. to obey the laws of society and school rules,
		3. to express opinions in a manner which is not offensive, illegal, obscene, or inconsistent with the educational goals of the schools, and
		4. to avoid illegal and dangerous items.

Student rights are:

1. the right to an education,
2. the right to due process,
3. the right to free speech and expression,
4. the right to privacy – property of students (Students shall have privacy of personal possessions unless designated school personnel have \*reasonable cause to believe a student possesses any object or material that is prohibited by law or school policy.),
5. and the right to participate in school programs and activities.

\*Probable cause is needed for a search by law enforcement personnel. Only reasonable suspicion is needed for an administrative search.

### CODE OF STUDENT CONDUCT

The Geneva City Board of Education recognizes fully the constitutional rights of students enrolled in its schools. The board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assured that a proper atmosphere for learning will be maintained within every school serving the City of Geneva.

All students of the Geneva City School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect, consideration for the rights of others, and applicable laws.

The board in approving the Code of Student Conduct desires to:

* ensure that the educational process in the schools is not disrupted because of the behavior of enrolled students, and
* provide for the care, welfare, safety, and security of both students and school board employees, and
* meet all requirements of the Alabama State Board of Education and the laws of Alabama.

**No student will be subject to disciplinary consequences without an opportunity to admit or deny charges.**

**CLASSIFICATIONS OF VIOLATIONS**

Violations of the Code are divided into three classes:

Class I

Class II

Class III

In the following classes of violations and disciplinary procedures, the student will be provided with due process before any disciplinary action is taken. All factors surrounding each incident may be considered by an administrator in determining the category to be used.

Each teacher will deal with general classroom disruption through effective classroom management and involvement of parents, guardians, or school counselors. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be referred to the principal of his/her designee.

### CLASS I OFFENSES

* 1. Distraction of other students – any behavior that alters the teaching process of the classroom or educational activity
	2. Quarreling, minor harassment
	3. Nonconformity to dress code
	4. Minor misbehavior on a school bus
	5. Inappropriate public display of affection
	6. Eating or drinking in unauthorized areas
	7. Locker abuse, incidental defacement, littering of school property
	8. Possession of radio, tape player, cards, electronic game, etc. without written administrative approval and will result in the confiscation of said article which will only be returned to the student’s parent or legal guardian
	9. Sitting in parked vehicle after arriving at school and returning to vehicle during the school day without permission
	10. Minor physical conflicts (ex: pushing, shoving) which stops when directed to do so (It should be understood that the principal or his designee shall investigate all fights and make appropriate decisions concerning the roles of each participant.)
	11. Failure to follow specific instruction, Disobedience
	12. General use of profane or obscene language
	13. Unauthorized Operation – unauthorized operation of a computer program by trial and error or unauthorized use of a school computer where damage to school property, hardware, software or records does not occur
	14. Unauthorized Searching – searching or browsing without authority on a computer any information contained or available through use of the computer
1. Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

### CONSEQUENCES FOR CLASS I OFFENSES

**First Offense**: In-School conference and parental contact when warranted. Circumstances may warrant disciplinary actions as outlined under subsequent offenses.

**Subsequent Offenses**: In-School disciplinary action such as detention, corporal punishment, In-School Suspension, or extended school (Saturday, Evening, Before and After school detention).

**Repeated Offenses** may result in disciplinary action as specified under Consequences for Class II Violations.

### CLASS II OFFENSES

1. Defiance of school board employee’s authority---any verbal or non-verbal overt refusal to comply with a reasonable directive or order of a school board employee
2. Possession and/or use of tobacco or vaping/e-cigarette products, lighters, matches, non FDA approved nicotine cessation products, etc. – possession on the person, in the locker, or in the effects of a student. Use in or on any property owned or leased by Geneva City Schools including during non-school hours. Anti-tobacco educational materials will be available in ISS.
3. Use of obscene behavior (verbal, written, gesture) toward another person
4. Intimidation of students – the intentional, unlawful threat by verbal, written, or physical communication to do violence to another student (This may result in disciplinary action as specified under Class III Offenses.)
5. Refusal to give name or intentionally giving false information to authorized person
6. Written or verbal proposition to engage in sexual acts
7. Use or possession of obscene and/or pornographic materials
8. Use of racial slurs and/or derogatory statements
9. \*Stealing, larceny, petty theft – the intentional, unlawful taking or carrying away of property valued at less than $100 belonging to, or in the possession or custody of another
10. Possession of stolen property
11. \*Vandalism/property damage – (Act 94-819) Destruction of staff, student, or district property and equipment
12. Sexual misconduct – statements of profane connotation or harassment or any inappropriate touching of another person
13. Theft of Intellectual Property and Plagiarism – The unauthorized intentional or reckless removal or alteration of any computer program or other information contained in the computer system or computer network, copying or copyrighted software, taking the ideas of writings of others and using them as your own.
14. Unauthorized use of a password or an account owned or assigned to another user
15. Intentionally misusing the computer so as to disrupt computer traffic including but not limited to sending excess quantities of data, repeatedly issuing improper and unauthorized commands, accessing and running of unauthorized software or hardware.
16. \*Harassing Communication (Act 79-471). A person commits the crime of harassing communication if, with intent to harass or alarm another person, that person:

i) communicates with a person, anonymously or otherwise, by telephone or any other form of written or electronic communication, in a manner likely to harass or cause alarm; or

ii) communicates to or about another person any lewd or obscene words, language, or pictures.

**299** Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances – principal must specify on the referral the exact violation

**CONSEQUENCES FOR CLASS II OFFENSES**

**First Offense**: One day In-School suspension

**Second Offense**: Two days In-School suspension

**Subsequent Offenses**: Repeated offenses may result in disciplinary action as specified under Consequences for Class III violations

### CLASS III OFFENSES

**300** Truancy (Skipping School)

**301** Possession of gang paraphernalia, gang related materials or dress, recruitment for gangs (any act/behavior that communicates in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution, or retaliation for gang membership or gang related activity) This includes disruption of school or school-sponsored activities on school grounds, in vehicles, or other facilities.

**302** Fighting – (see No Fight Policy)

**303** Possession of a small pocket knife on school campus

**304** Directing obscene or profane language to a school board employee

**305** Unauthorized activities/organizations – any attempt to use the school day for activities or organizational meetings that are not school related, school sponsored, and approved by the school administrator

**306** \*Drugs, drug paraphernalia, to include imitation/simulated drugs, or alcoholic beverages unauthorized possession of, transfer, or sale of, use of or under the influence of to any degree, use of prior to attending any school sponsored school activity subject to the jurisdiction of the board (Act 94-783)

**307** \*Assault upon a school board employee – (Act 94-794) (expulsion recommendation) The student:

a. Intentionally causes physical injury to a school board employee, or

1. Recklessly causes physical injury to a school board employee, or
2. Recklessly, negligently or wantonly causes physical injury to a school board employee with a weapon or dangerous weapon, or
3. Intentionally, recklessly or wantonly prevents a school board employee from performing a lawful duty and physical injury is caused to that school board employee, or
4. Intentionally or recklessly assaults a school board employee.

**308** \*\*Possession of Firearms and Weapons (Any student determined to have brought a weapon/firearm to school shall be expelled for a period of not less than one year. The Superintendent shall be required to make a recommendation of expulsion; however, the expulsion requirement may be modified by the Board of a student on a case-by-case basis.) Act 94-817 – Weapon; Act 94-820 – Loss of Driver’s License.

 Possession/use/discharge of firearm or anything manifestly designed, made or adapted for the purposes of inflicting death or serious physical injury; and such term shall include, but is not limited to, a firearm as defined below, or a switchblade knife, gravity knife, stiletto, sword or dagger, or the billy, black-jack, bludgeon or metal knuckles, all firearms as defined below, whether loaded or unloaded, other guns of all types including pellet, B-B, stun, look-alike, nonfunctioning guns that could be used to threaten others, numb chucks, throwing stars or clubs, explosives, poisons, poisonous gas, chemicals or substances capable of causing bodily harm, slingshots, bows and arrows or any other device or instrument used to intimidate, threaten or inflict harm. The term “firearm” means firearm as defined in 18 of the U.S.C. 921, as follows:

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,
2. the frame or receiver of any weapon described above,
3. any firearm muffler or firearm silencer,
4. any explosive, incendiary, or poison gas, (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, similar combination or parts either designed or intended for use in converting any device into any destruction device and from which a destructive device may be readily assembled).

**309** \*Bomb threats – any such communication which has the effect of interrupting the educational environment

**310** **\*ANY THREAT DIRECTED TOWARD SCHOOL BOARD EMPLOYEES**

**311** \*Sexual acts – sexual acts including, but not limited to, sexual harassment, intercourse, attempted rape, rape, or indecent exposure (see sexual harassment)

**312** \*Aggravated assault – intentionally causing serious bodily harm, disability or permanent disfigurement, or the use of a deadly weapon

**313** \*Inciting or participating in a major student disorder – leading, encouraging or assisting in major disruptions which result in destruction or damage of private or public property or personal injury to participants or others

**314** \*Unprovoked assault and/or attack on another individual

**315** \*Stealing, larceny, grand theft – the intentional unlawful taking and/or carrying away property valued at $100 or more belonging to or in the lawful possession or custody of another

**316** Unauthorized use of a Computer System – the breaking into or otherwise entering a computer system to steal, delete files, corrupt data or other unauthorized or illegal purpose which damages computer hardware, software, records or programs belonging to the school. Including but not limited to entering or attempting to enter into any system, any information, data or command which would damage the system.

**399** Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances – principal must specify on the referral the exact violation

\*Asterisks indicate offenses considered crimes under the law. School officials are required to notify appropriate law enforcement officials when persons violate offenses considered crimes under the law.

### CONSEQUENCES FOR CLASS III OFFENSES

Principal will suspend the student for 3-5 days and may recommend one of the following actions:

1. A hearing before the juvenile court
2. Restitution, if needed, by the parents of the student

3. Expulsion from Geneva City Schools - recommendation goes to central office administrative hearing.

**Possession of a weapon requires a recommendation for expulsion based on violation of the policy on weapons, Class III offense #308. (Consequences for fighting are as specified under the no fight policy.)**

**NO FIGHT POLICY**

Because schools should provide a safe and orderly environment which is conducive to learning, it is not permissible for school officials to tolerate fighting or other forms of assault to occur inside the confines of a school building, on school grounds, or at any school function. Fighting is a violation of the Code of Alabama 13A-11-7 and is considered disorderly conduct. A fight is any significant physical conflict, hitting or other contact, exchange of blows between two or more individuals, or physical conflict in which injury occurs or fighting continues. (Code of Student conduct – Offense 302) It should be understood that the principal or his designee shall investigate all fights and make appropriate decisions concerning the rules of each participant. Incidences requiring medical attention should be reported immediately.

Should it be determined that a fight has occurred, the principal or his designee may, after investigation, immediately call the authorities. Juvenile probation may also be called for pickup authorization. After obtaining the facts related to the incidence and verifying that there are witnesses who are willing to testify in court, the police should be allowed to remove all students involved in the fight unless one is clearly the aggressor. If so, only the aggressor will be removed. Before involving the police, principals must be sure that there are witnesses and sufficient documentation to support these charges should they terminate in a court hearing. Individual secondary school principals and staff members have the authority to sign warrants on any student who is eighteen (18) years or older who is involved in a fight.

Fighting carries a three (3) day mandatory suspension and will be considered a step in the accumulation of offenses.

### DRESS CODE

It is the policy of the Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that teachers, administrators, and students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of students.

Dress regulations should discourage the extremes and the fads that lead to disruptions or distractions to the learning process. Dress regulations should provide appropriate standards for the general appearance of students, should foster both physical and mental health, and should assist students in learning dress habits expected in the working society.

Shoes must be worn, shoe laces must be tied and straps must be attached. Belts and pants must be worn and fastened at the waist. Straps must be fastened on the shoulders. Care should be taken that skirts and shorts are appropriate and do not disrupt the orderly process of teaching and learning. The shirttail (male students) must be worn inside of the pants so that all belt loops are visible. Girls wearing leggings must wear a top long enough to cover the buttocks. Failure to comply with any dress code requirements is a Class I Offense.

**Kindergarten Students--**Please keep a change of clean clothes in their backpacks. They do have accidents and need these.

**The following items are prohibited:**

\*see-through clothing, midriffs; short shorts (soffe type shorts, Nike dry-fit type shorts); bicycle pants; very short mini-skirts or dresses; tank tops, spaghetti straps or basketball jersey type shirts; pajamas, tight fitting jogging suits or leotards; clothing with inappropriate printing or pictures (including profanity, no alcohol or tobacco advertisements or promotion of prohibited drugs); inappropriately slashed clothing (no holes above mid-thigh); non-prescriptive sunglasses; hats indoors, toboggans, bandannas, or masks; any jewelry that appears to pose a threat or that may be harmful or hazardous (i.e. – studded or spiked bracelets and necklaces); or any attire, symbol, extra accessories or ornaments not listed that might encourage student unrest, or **is determined inappropriate by the principal.**

**DISCIPLINE PROCEDURES**

**Physical Restraint**

The principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be necessary to stop assault behavior and to ensure to the extent possible the care, welfare, safety, and security of students and staff members. This must be done in reasonable manner to protect all parties involved. Faculty and staff participate in ongoing training procedures based on school policy and procedures. Records of this training are made available to the Alabama DOE or any member of the public upon request. If restraint used, written parental notification will be provided with a reasonable time not to exceed one school day from the use of restraint. Law enforcement officials may be called to assist in the enforcement of this action.

### Parental Conferences

In the event of the continued misconduct of a student, parents are required under the laws of Alabama to attend a parental conference with the teacher and/or school officials to discuss the conduct of the student. (Act 94-782)

### Denial of Privileges

Teachers and administrators may deny students privileges from participation in school activities as a punishment for misconduct.

**Probation**

Disciplinary probation is a period of time specified in the probation contract during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or designee, the superintendent and/or the Board of Education has the authority to place a student on disciplinary probation for a reasonable and specified period of time and to require the parent’s and student’s signature on a contract specifying the conditions of the probation. The staff members involved in the actions will assist in monitoring the student’s adjustment to the school environment. School counseling, parent involvement to include the parent attending school with the student, and other forms of assistance may be part of the probation contract.

### Work Assignment

The principal or designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student’s regular class schedule. The parent/guardian will be responsible for providing transportation in these instances. The parents or guardian will be notified prior to the student’s placement on a work assignment.

#### Before and After-School Detention

The principal or designee has the authority to assign students to a designated area (detention hall) on campus prior to the beginning of school or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. The parent/guardian is responsible for providing transportation. A reasonable attempt will be made to notify the parent/guardian prior to the assignment of a student to detention.

**Corporal Punishment**

Corporal punishment is permissible under the laws of Alabama and the policy of the Geneva City Board of Education. Corporal punishment is defined as a paddling with a maximum of three licks to the buttocks. The student will be given an opportunity to explain what happened before punishment is administered. Corporal punishment must be based on a written disciplinary referral. It must be administered in private and not in front of other students or adults other than those approving and/or serving as witnesses.

**In School Suspension**

In-School suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. Students must complete all work assignments before being released from I.S.S. **Inappropriate behavior while in In-School Suspension or failure to complete assignments may result in out of school suspension.**

**Suspension**

Suspension, out of school, is defined as the temporary removal of a student from school for violation of school rules and regulations. The authority to suspend a student from school rests entirely with the principal of the school. All suspensions should be for a specified number of days. When a student is placed on suspension, all grades are averaged until the point of suspension. Suspensions are counted as un-excused absences but will not be counted as truancy for reporting to the attendance officer. On un-excused absences, students are not permitted to make up work missed or take examinations missed during the period of suspension. Students may not participate in any school curricular, co-curricular, extra-curricular activities**, or be on the school campus** during the period of suspension.

**An in-school conference with the parent/guardian or other approved representative of the student’s family is required prior to the re-entry of a suspended student in school. This conference may be held at the time of suspension or at the time of re-entry to school. Parents who do not attend such conferences may have warrants filed requiring their arrest for failure to attend a school conference and to require the child to properly conduct him/herself in school.**

**Expulsion**

Expulsion is defined as the removal of a student for a period of time longer than allowed by suspension for violation of school rules or regulations. Any student expelled and desiring to return to school must apply for re-admission by letter to the superintendent of schools with a copy to the principal of the school to which the student is applying for re-admission. Hearings are required on all recommendations for expulsion.

**School Conduct Intervention**

Under the School Conduct Intervention Program, parents of students who have been suspended from school two or more times and/or who fail to cooperate with school officials in preventing the misconduct of their child may have warrants signed for their arrest under this program.

**Mediation**

Mediation is a disciplinary process in which two individuals in conflict choose to use a formal process to discuss the problem and develop solutions to prevent further conflict.

**Behavioral Counseling**

Behavioral counseling is an approved disciplinary action. Parents may be encouraged to enroll students in off-campus counseling programs. Students may be required to participate in in-school behavioral counseling programs.

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### SCHOOL BUS

\*If you miss your bus, come to the office for help. Do not walk home. Your parent must send a signed note before you may ride a bus other than your assigned bus. All notes should be approved in the office before lunch.

The principal or designee has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student on the school bus. This action will be for a specified period of time. Students need to understand that it is a privilege to ride the school bus.

**Bus Rules**

* Keep a safe distance from the road and the bus until the driver signals for you to load.
* When crossing in front of the bus, wait for the driver’s signal before crossing and stay out ten feet from the bumper.
* Obey and cooperate with the bus driver (bus drivers may assign seats for students).
* Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
* Be seated immediately after boarding and **remain seated properly.**
* Do not argue, fight, or harass others. No profanity is allowed!
* Keep your head and hands inside the bus and ensure no objects are thrown out of the bus.
* Help keep the bus clean.
* Ride to and from school on the bus assigned unless administrative approval is given specifying an alternate bus for that student.
* Students will be picked up and dropped off at their residence or designated stop only.
* Balloons are not permitted on school buses at any time.

### Fighting on the School Bus

**(No Fight Policy)**

Students who ride the buses of Geneva City Schools and who fight create a dangerous situation for themselves and others. Therefore, the Board of Education in recognition of the dangerous condition, the possibility of causing a wreck and physical harm to students, adopts the following as policy:

**First Fight** --- 3 day suspension and up to 30 day suspension from the bus.

**Second Fight** --- 5 day suspension and up to 30 day suspension from the bus.

**\*Severe Clause** --- if the incident is one of assault and/or of a severe nature, the student is removed for a period of one year from the date of occurrence.

**DRUG AND ALCOHOL POLICY**

Practical experience and research have proven that even small quantities of narcotics or abused prescription drugs can impair judgment and reflexes which can create unsafe conditions for students, especially those involved in extracurricular activities. Even when not readily apparent, this impairment can have serious results for students engaged in extracurricular activities. Drug-using extracurricular students are a threat to co-participants, other students and themselves and may make injurious errors. For these reasons, the Geneva City Schools have adopted a policy that all extracurricular students must report to all practice and competitive events while under the care of this school system completely free from the effects of the presence of drugs, unless used as prescribed by a physician.

Substance screening is required for all extracurricular applicants. A negative result must be reported prior to a student participating in an extracurricular activity. Such testing may be required either alone or as part of a pre-practice or pre-participation physical examination. Applicants are required to sign an extracurricular activity consent/release form before submitting to screening. Applicants will not be allowed to participate in any activity when they test positive, refuse to submit to a test or refuse to execute the required consent/release form.

**CAMPUS LIFE**

**Entering the School**

Students may enter the building upon arrival after 7:00 a.m. Elementary students should report to the auditorium. Middle school and high school students may enter their homeroom after 7:30 a.m. when your teacher arrives.

**Homeroom Assignments (J.A.M.E.S.)**

Students shall be assigned to classrooms by equally distributing by gender and race. Special parental request for classroom assignments will not be allowed. Exceptions to homeroom assignments other than the one or ones assigned must be within the following criteria:

1. Two or more children from the same family who are in the same grade.
2. Professionally documented instances of a physical, mental and/or emotional condition that one teacher is more familiar with than the other teachers in a particular grade level.
3. A teacher will not have his/her own child or other relatives.
4. Administrative discretion as required.

Generally, retained students shall be assigned to a homeroom other than his/her previous one unless the parents, teachers, and principal have agreed to the same homeroom placement.

Students who withdraw and re-enter during the same school year are re-assigned to the homeroom they were in at the time of withdrawal. New students who enroll after the school year begins are assigned to a homeroom by the Guidance Office based on the homeroom with the least number of students.

**Geneva City School’s** **Bell Schedule**

**J.A.M.E.S.**

7:10 Early Duty Teachers Report To Duty

7:30 All Faculty & Staff Are To Be Signed In And In Their Classrooms

Kindergarten Students Dismissed From Auditorium To Homerooms

7:35 Grades 1-5 Dismissed From Auditorium To Homerooms

7:42 Tardy Warning Bell

 Duty Teachers Dismissal To Classrooms

7:45 Tardy Bell: Everyone In Class- School Day Begins

2:00 Kindergarten Recess

2:10 Grades 1-5 Recess

2:33 Kindergarten & 1st Grade Bus Students Dismissed To Bus Stop

 All Car Riders Dismissed To Car Line

2:38 Grades 2, 3, 4 & 5 Bus Students Dismissed To Buses

 Afternoon Day Care Students Dismissed

3:15 Faculty And Staff Dismissed

**Geneva Middle School**

 7:40 Warning Bell

 7:45 -7:50 Homeroom

 7:53-8:50 1st period

 8:53-9:50 2nd period

 9:50-10:02 Break

 10:05-11:02 3rd period

 11:05-12:26 4th period(Lunch)

 12:29-1:26 5th period

 1:29-2:26 6th period

 2:29-2:53 Intervention

**Geneva High School**

7:30 – 8:00 RTI

7:40 Warning Bell

7:45 – 8:00 Homeroom

8:03 – 9:35 First Block

9:35 – 9:45 Break

9:48 – 11:20 Second Block

11:24 – 1:18 Third Block (Lunch)

1:22 – 2:54 Fourth Block

**CHECK-INS**

The approved procedure for entering school after the tardy bell has rung signaling the beginning of school:

1. The student reports to the principal’s office for admission slip to enter the classroom.
2. A student must bring a written statement from his/her parent/guardian indicating the reason for the student’s being late.
3. A student who is absent from school (without an administrative excuse) for the entire school day **cannot participate in any school activity scheduled for that day.**
4. A student who is enrolled in the co-op program at the high school level and attends school a full period or more shall be permitted to report to work that day after reporting to the coordinator.

**CHECK-OUTS**

The approved procedure for leaving school after the tardy bell has rung signaling the beginning of school:

1. A student may be allowed to check out with the written consent of parent/guardian and the advanced approval of the principal prior to the beginning of school.
2. Any student not having advanced written approval may not leave campus unless a parent/guardian or designated person comes to the school and checks the student out. Parent/guardian or designated person must be prepared to show photo ID.
3. Under no circumstances may a student leave campus without the approval of the principal or his designee.

**Student Guidance Guidelines**

Geneva City Schools has full-time counselors. The counselors are ready to help students get information about curriculum requirements and explore career choices. The counselor can also help you handle new situations related to growing up and succeeding at each level.

If you feel the need, you may schedule appointments directly with the counselor or through your teacher or the school office. The counselor is ready to help you with both school-related and personal questions. All matters will be kept in strictest confidence.

**Movement in Halls and Walkways**

Always move quietly and quickly (no running) through the halls and on walkways. Stay to the right side of the hall/walkway. Due to the congestion in the halls, students should not sit in the halls. Ask to leave class only in emergencies. These include illness or at the request of the teacher. Use your locker, the water fountains, or restroom before school, between classes, and after school. Students must have in their possession a hall pass in order to be permitted in the halls during class time (GMS and GHS).

**Food and Beverages (Break/Snack)**

Drinks and snacks are available at each school in the recess area for your use at the designated break time. (They **may not** be used at any other time of the day without permission.) The consumption of food and drink is not allowed in the halls. (Geneva Middle School). Please help keep the campus clean by putting trash in the trash cans provided when you finish. Chewing gum is not allowed in the building or on campus at any time (JAMES). Failing to follow these rules may result in the loss of break privileges.

**Lockers (Geneva Middle School and Geneva High School)**

Lockers are the property of Geneva City Schools. **There is no privacy interest in lockers.** Lockers have built-in locks that are available to rent at a cost of $7.00/locker. (Geneva Middle School has large and small lockers. Small lockers may be rented at a cost of $3.00/locker.) Each locker has an installed combination lock for the security of your belonging. You are responsible for keeping your lock combination secret. **Be sure to keep your locker locked at all times.**

Students who have trouble opening their lockers may come to the office for help. Assistance will be given only if the locker is properly registered in the office in the student’s name. **The school administration reserves the right to enter your locker whenever necessary.**

**Fees**

Several courses require fees to purchase equipment, materials, or supplies not furnished by state or local funds.

**P.A. Announcements**

Announcements are made for the benefit of you and others during homeroom. Please sit quietly and alertly during these and any other announcements made during the day.

**Bulletin Boards and Posters**

All advertisements, posters, and signs must be approved by the principal before you may place them in the building or on the campus.

**Fundraising**

All fundraising projects conducted by students shall be done only after permission has been given by the building principal and school superintendent. All profits will be dispersed according to the agreement between the principal and the fundraising coordinator. All other fundraisers by students or teachers are not allowed.

**Money**

Students are asked to bring to school only the money they will need. Geneva City Schools cannot be held responsible for money lost or stolen. All money collected at school will be taken by the teacher and receipted.

**Parent Involvement Program (J.A.M.E.S.)**

JAMES parents are a great asset to our school. We depend heavily on their input, hard work, and loyal support. In an effort to maintain a smooth schedule, we ask that all parents notify the school office 24 hours in advance of their one hour scheduled classroom work time or lunch with a student. Parents may also be asked to share their skills in various classrooms. Thanks in advance for participating in making our students’ daily learning more enjoyable.

**Field Trips**

Geneva City Schools provides many extracurricular activities (clubs, athletics, etc.) that take off campus field trips during the year. A field trip is an enrichment activity for the curriculum which shall serve the purpose of enhancing the student’s learning. Students are responsible for all costs of the trip.

Field trips are intended for the entire grade/team/club. Each individual student will be included with his group. In instances of persistent student misbehavior, a parent might be asked to accompany a student on the trip. Special provisions for transporting students are not allowed. All students will ride the bus with their group, to and from the field trip.

Students with any discipline problems on the field trip will be attended to at the time of the incident and parents will be notified upon returning to the school. Severe measures will be taken. Each student is representing Geneva City Schools at all times while away from the school campus, and he/she is expected to display positive behavioral habits.

**Bicycles/Skateboards**

Bicycles/Skateboards are to be parked in the designated area and left there until students leave school in the afternoon. Upon arriving on campus, **walk** bicycles and skateboards to the area designated by the principal for safety measures. No bicycle/skateboard riding is allowed on campus. All students riding bicycles/skateboards home in the afternoon must observe all safety rules established by the school and local law officials.

**SCHOOL PARKING**

**J.A.M.E.S.**

All visitors are asked to park in visitor parking in front of the school. Please do not park on the school lawn. The road in the rear of the school will be closed to the public from 7:45 until 2:30; the front drive is closed from 7:10 – 7:40 and 2:20 – 2:45. This is to insure the safety of each student.

**Morning Drop Off**

1. Have your child’s belongings ready to get out of the vehicle prior to drop off.
2. Hug and kiss your child goodbye, but please try to do so before getting to your stopping point.
3. All children should get out at the same stop. (This includes kindergarten students.) Do not drop off at different points. It creates a “pile up” when you drop off at multiple points. Our goal is to have at least 8 vehicles drop off their children at one time.
4. Drive down as far as you can before stopping and letting your children off. Gaps between vehicles cause more congestion.
5. Exit on right side of vehicle.
6. Be sure to arrive on time. The gate will be closed at 7:45 a.m. sharp!

**Afternoon Pick Up**

1. A sign with your child’s name and grade MUST be displayed. When the name caller has to stop and ask for this information, it causes a great delay.
2. Proceed down to the name caller’s station. This will allow for at least 8 vehicles to pick up at one time.
3. Enter on the right side of the vehicle.
4. Please be patient. We are trying to make the car line as speedy and convenient as possible.
5. Remember to “Buckle Up”. It’s the law!

**Geneva High School**

If you drive a motor vehicle to school, you must park in the designated areas only. Do not park in areas reserved for faculty, visitors, or handicapped (unless the vehicle has the appropriate decal), the bus loading area, the community center parking lot, or on the campus property including the grassed area around the career technical building or in front of the library.

You may not loiter or gather around parked vehicles before, during, or after school. You may not return to your vehicle before the end of the school day without permission from the school administration. At the end of the day, return to your vehicle and leave the campus in a safe and reasonable manner. Observe all traffic laws noting that all streets surrounding the school are **one way**. Drive carefully and be mindful of walking students, cars backing out of parking places, and students entering or leaving buses. Students must drive with extreme caution in the school area. **(Speeding and reckless driving will be considered a police matter and tag numbers will be reported. Cars are subject to be towed at owners’ expense.)**

Parking permits for all vehicles must be obtained from the office for **$6.00 per permit. Students must show their valid driver’s license to obtain a permit.** Permits are to be displayed from the rear-view mirror at all times while on campus. If a different vehicle is driven (another family vehicle) remember to place the parking permit on the rear-view mirror before coming to school. Using other student’s parking stickers will not be allowed. These rules are intended for the protection of student property and safety. Violation of these rules could result in detention, corporal punishment, suspension or other actions deemed necessary by school administration. Any parking problem(s) should be reported to any office personnel.

Students must provide the following information to register their vehicle in the GHS office:

* Name
* Color/Make of Vehicle
* Tag Number
* Car Registration
* Driver License Number
* Proof of Insurance

North Johnson Street (the road between GMS/GHS and Hugh Owen Memorial Stadium) is closed for buses only from 2:30 – 3:15 p.m. Monday – Friday.

**EXTRACURRICULAR ACTIVITIES**

Geneva City Schools offers extracurricular programs that appeal to a variety of student interests. Organizations include Student Council, Beta Club (Junior and High) Science Olympiad, Mulkey Melodies, other academic clubs, Career Tech Student Organizations, volleyball, football, baseball, basketball, softball, etc. Some organizations have dues, academic, and election restrictions to be a member. All students are encouraged to participate in one or more extracurricular activity.

**J.A.M.E.S.**

Student Government Association, Mulkey Melodies (must tryout), and Science Olympiad (3rd, 4th & 5th Grade; must tryout), Mulkey Mornings Broadcast (must tryout), Honor Society (must meet grade requirements)

**Geneva Middle School**

SCA

Student Council officers are elected in the spring. Homeroom *representatives* for Student Council are elected in the fall of the year to serve in the current school year. You may run for Student Council office if you have at least a C average in your academic subjects and have attended Geneva City Schools the previous semester.

Junior Beta Club

To be considered for membership in the GMS Chapter of the National Junior Beta Club, students must have earned at least a 3.67 G.P.A. for the first semester of the current school year while attending Geneva Middle School.

Prospective GMS Junior Beta Club members are expected to exhibit appropriate behavior by following classroom and school rules. The following conduct criteria are used to determine selection for a Junior Beta Club member:

* He or she cannot have three office referrals in one year (including phones, tardies, and paddling referrals).
* He or she cannot be assigned to ISS two times in one year.
* He or she cannot be suspended from school.

To maintain membership in the GMS Chapter of the National Junior Beta Club, members must maintain a 3.67 G.P.A. However, no member may be dropped from membership for scholastic deficiency without being accorded a probationary period of one quarter (9 weeks) to raise his or her scholastic record above the minimum required for membership.

Current GMS Junior Beta Club members are expected to exhibit appropriate behavior by following classroom and school rules. A student will be dropped from the Beta roll if

* He or she is referred to the office three times in one year (including phones, tardies, and paddling referrals).
* He or she is assigned to ISS two times while a Junior Beta member.
* He or she is suspended from school while a Junior Beta member.

Other clubs and organizations may be formed as students express interest.

**Geneva High School**

Beta Club

Standards of membership in the Geneva High School chapter of the National Beta Club must conform to the general features as laid down in the National Constitution; and in all cases must be approved by the executive head of the high school.

The classes from which members may be drawn shall be 9-12.

The scholastic requirements for membership in this chapter of the National Beta Club shall be:

I. Qualifications for new membership

A. Student must be on track for earning an Advanced Diploma with Honors.

B. Student must earn a 90 overall yearly average in all core classes.

C. Student must not have any C’s, D’s, or F’s in any class.

D. Student must earn all grades at Geneva High School. Transfer grades and correspondence course grades will not be accepted for Beta Club eligibility. However, a student who is presently a member of Beta or a National Honor Society may transfer membership from a previous school to Geneva High School providing all Geneva High School requirements have been met.

II. Maintaining membership for active members

A. Active members must stay on track for the Advanced Diploma.

Course requirements, in addition to all subjects and conditions qualifying for graduation, just include:

1. Advanced English in 10th, 11th, and 12th grades as long as courses are offered.

2. Algebra I completed in 8th grade or Algebra 1A and 1B completed by the end of 9th grade.

3. Advanced Geometry completed by the end of the 10th grade.

4. Algebra II w/Trig completed by the end of the 11th grade.

5. Pre-Calculus completed by the end of the 12th grade.

6. Adv. Biology and one advanced level science course (Chemistry, Adv. Anatomy, Physics, etc.) completed by the end of the 11th grade.

7. Advanced History in 10th and 11th grades as long as courses are offered.

8. Advanced Government and Economics completed by the end of 12th grade.

B. Active members must maintain an A/B grade status.

1. Active members earning a C during a 9-week grading period or for the semester shall be placed on probation.

2. Active members placed on probation will have one 9-week grading period in which to improve grades to an A/B status.

3. Active members not meeting the above requirements will be dropped from the GHS Beta roll as well as the National Beta roll.

C. Active Beta members will also be dropped from the GHS Beta roll, as well as the National Beta roll, should any of the following events occur:

1. Active member earns a D or F during a 9-week grading period or semester.

2. Active member is assigned to ISS.

3. Active member is suspended from school.

4. Active member is sent to the office three times in one calendar year.

D. Active members must participate in all community service projects planned by Beta sponsors, unless prior approval has been granted.

In addition to academic standards, each student is expected to adhere to a strict code of conduct and to maintain the integrity of the Geneva High School Beta Club and the National Beta Club. The club sponsors or school principal may dismiss any member for conduct issues, poor school attendance, or anytime it is deemed necessary for the best interest of the club. Students dropped from the Beta roll due to academic reasons may be reinstated by meeting all of the scholastic requirements necessary for initial membership; however, students dropped from the Beta roll due to disciplinary reasons will NOT be eligible for reinstatement into the Beta Club. Rules, regulations, or exceptions, beyond these listed, found in any local or national constitution or charter must likewise be adhered to.

Geneva High School Senior Beta Club members are chosen “because of their worthy character, good mentality, creditable achievement, and commendable attitude.” Therefore, members are expected to have high behavioral and academic standards.

**Library Policy**

The Library, for all schools, is open from 7:30 a.m. until 3:00 p.m. In addition to regularly scheduled class library times, students are encouraged to come to the library before school, at break/recess, and after school. Even when there are scheduled classes present, there is a study table for independent study and reading.

1. Students are welcome to work in the library. Students coming from another class must bring a signed pass from the teacher. While in the library, students are expected to work quietly and be considerate of all others.
2. All materials taken from the library must be checked out by the librarian or a member of the library staff. All items must be scanned and stamped by library personnel.
3. Students assume full responsibility for all books and materials which are they take from the library. Students are responsible for paying a replacement cost for lost books and a damaged fee for items damaged.
4. You may check out any book (except a reserved book) for 2 weeks. Books may be re-checked if there is no request by another student.
5. A fine is charged for all late books and magazines. Students cannot renew or check out any other material until cleared of all debts and over dues. Current library fines: overnight books--$.15/day, regular books--$.10/day, magazines--$.15/day.
6. You may check out reserved books at the close of the last period, but you must return the book by the first period of the next school day. An extra fine is charged for overdue reserved books.
7. Audio visual equipment and materials are available for class use only. These items may be reserved in advance by teachers.
8. Current computer printing charges: B/W--$.10/page, color--$.25/page. Students are responsible for all copies that they print. Current digital copy charges: $.10/page.
9. Before using the library computers, a student must have a signed internet acceptable use policy on file in the library. The computers in the library are for educational use and not for personal e-mail or recreational games. Students are not to print any material without prior permission from the librarians. All thumb drives and CDs must be scanned for virus by the librarians. Any violations of the policies will result in the student computer privileges being revoked.

**Cafeteria Policies**

A good lunch is important to a successful school program. The lunches are planned with the welfare and health of students in mind.

A breakfast program is available to all students. Breakfast is served from: 7:15 to 7:40 a.m. Reduced price breakfast is $.30 and full price breakfast is $.50.

Lunches are served each day. Students must have three of the five food groups on their plates and one of these must be a fruit or vegetable. Elementary students go to lunch with their classroom teacher; GMS students with their 4th period teacher; and GHS students with their 3rd block teacher. Students must remain with their assigned class teacher while in the lunchroom. Please help keep the cafeteria clean of trash and food by putting waste in the proper containers.

Students are not required to eat the meal served in the cafeteria. It is okay to bring a lunch from home. Lunches **ARE NOT** allowed to be delivered to student throughout the school day. Food and drinks may not be carried from the lunchroom.

Lunch prices are as follows:

* $1.60 per day; $8.00 per week
* $2.50 per day for visitors
* $2.25 per day for teachers

Some students may qualify to eat free or at a reduced ($.40 per day) price. Applications for these meals will be made available to every student. State of Alabama law makes NO provisions for charging lunches.

All checks received in the lunchroom will be applied to the lunchroom account. **No change will be returned.** Parents have the option to leave their child’s lunchroom balance on their account for the next school year.

**EPA Notice**

All Geneva City Schools have been inspected by an EPA-approved asbestos inspector. A management file is maintained in the school office as required under the AHERA regulations. The file is available to any parent to view.

**FACULTY & STAFF**

**James A. Mulkey Elementary School**

**800 West Meadow Avenue**

**Geneva, AL 36340**

**Administration and Office Staff**

Jami Seay Principal

Donnie Smith Vice-Principal

Jenny Bynum Guidance Counselor

Samantha Bilbrey Secretary/Attendance Clerk

Michelle Cooley Office Aide

**Faculty**

Kelli Adams Kindergarten

Emily Ammons Kindergarten

Kerry Commander Kindergarten

Ashley Hughes Kindergarten

Erica Martin Kindergarten

Amanda Precise Kindergarten

Janet Pray Aide, Kindergarten

Allison Crews 1st Grade

Lenett Engram...... 1st Grade

Jane Kelley 1st Grade

Hanna Simmons 1st Grade

Tanya Smith 1st Grade

Olivia Stacy 1st Grade

Melissa Casey 2nd Grade

Tammy Christy 2nd Grade

Christina Jenkins 2nd Grade

Jan Sullivan………………………………………………………………………….. 2nd Grade

Nichole Williams 2nd Grade

Kayla Dunn. 3rd Grade

Elizabeth Fain 3rd Grade

Dianne Hornsby 3rd Grade

Kayla Howell 3rd Grade

Loren McKnight 3rd Grade

Brittany Parrish 3rd Grade

Miranda Lamb. 4th Grade

Mallory Mixon 4th Grade

LoriAnne Skidmore 4th Grade

Teresa Stinson 4th Grade

Hannah Tidwell 4th Grade

Abby Crews 5th Grade

Jamelle Daniels 5th Grade

Gerald Gay 5th Grade

Gena Owens 5th Grade

Michelle Revels 5th Grade

Patti Phipps Reading Coach

Mavis Hill Reading Aide, Part-Time

Debra Wilks Reading Aide, Part-Time

Missy Brownell School Nurse

Meagan Childs Special Education

Andrea Chouhan Special Education

Donna Helms Special Education

Ally Roney Special Education

Michele Sanders Special Education

Jana Tew Special Education

Rita Mahan Aide, Special Education

Mona Green Gifted

JoManda Johnson Physical Education

Brent Justice Physical Education

Natalie Justice Aide, Physical Education

Brenda Jordan Media Specialist

Beth Brinley Aide, Library

Nannette Casey Custodian

Krystal Seay Manager, Lunchroom

Tammy Beagles Lunchroom

Courtney Crawford Lunchroom

Becky Mitchell Lunchroom

Martha Vaughan Lunchroom

**Geneva Middle School**

**501 Panther Drive**

**Geneva, AL 36340**

**334-684-6431**

**Administration and Office Staff**

Danny Bedsole Principal

Gerid White Assistant Principal

Betty Belisle Guidance Counselor

Cindy Staley Secretary/Attendance Clerk

**Faculty**

Phillip Adcock Band

Sherrie Aycock English

Terry Aycock Strength and Conditioning/PE

Angie Bennett Media Specialist

Amy Brackin Special Education Aide

Michelle Cooley Special Education Aide

Lisa Cross Special Education Aide

LyDonna Farris Science/History

Kellie Fulford...... Science

Mona Green Special Education

Michelle Griffin Mathematics/History

Sherrie Holley Special Education/Reading Skills

Melissa Kilpatrick Special Education/Math Skills

Daniel Lamb Mathematics

Marilyn Mayers Spanish

Terri McGowan English

Jeff Mitchell…………………………………………………………………………..Physical Education

Cyndi Mitchum Nurse

Susan Moore. Physical Education

Andrew Newton Computer

Brynn Nix Mathematics

Julie Nowling Language Arts/History

David Rea Science

Christa Sheler History

Brenda Swann. ISS

Jana Tew Speech

Jarrod Wagner History

Casey Ward Reading/History

Gerid White Mathematics

Corinea Duzick Custodian

**Geneva High School**

**505 Panther Drive**

**Geneva, AL 36340**

**334-684-9379**

**Administration and Office Staff**

Mickey Bennett Principal

Heath McInnis Assistant Principal

Tina Dixon Guidance Counselor

Donna Brooks Secretary

Cyndi Mitchum School Nurse

Darlene Tutor Attendance

**Faculty**

Phillip Adcock Band

Hollie Bedsole Science

Rich Bixby History

Leah Brinley ACCESS Distance Learning

Stephen Byrd Commerce & Information Technology/COOP

Amber Collins English/Journalism

Cheri Cox Science

Michael Crews History

Loren Cross Special Education

Nikki Dyess Career Coach

Cathy Ellison English

Nancy Galloway Family & Consumer Science

Wes Garner Mathematics

Thomas Harris Health/Physical Education

Jennifer Hoffman Science

Brad Horne Aide, Special Education

Brent Johnson Driver’s Education/Physical Education

Debbie Johnson Media Specialist

Michele Langley History

Marilyn Mayers Foreign Language

Cindy McInnis Special Education

Susan Moore Physical Education

Les Sanders Physical Education

Kim Seay Mathematics

Brenda Swann ISS Supervisor

Beth Turner Aide, Special Education

Byrd Vanlandingham Mathematics

Michael Vann Agriscience

Diane Vickers Special Education

Jamie Weeks English/Drama

Darolyn Kemmerlin Custodian

Tyisha Tyrues Custodian

Angie Holland Manager, Lunchroom

Freida Butts Lunchroom

Gennia Smith Lunchroom

Carmel Trammel Lunchroom

Teresa Nelson Lunchroom

**GENERAL INFORMATION**

**Emergency Drills**

We conduct severe weather, fire, and lock down drills regularly to teach you proper procedures to follow during an actual emergency.

These drills are for your safety and welfare. Any disruptions committed during these drills will be viewed as serious violations.

### Severe Weather

After one (1) long and two (2) short bursts of the bell, you must go to your assigned shelter area when instructed by your teacher.

### Fire

After five (5) short, closely spaced bursts of the school bell, you must do the following:

1. Stop all work immediately.
2. Remain silent and wait for instructions from your teacher.
3. Move quietly and quickly in single file out of your classroom and the building through the specified exit.
4. Assemble at the assigned location.
5. Wait quietly in line for further directions.
6. Return to your classroom in the same manner and through the same exit as you left.

**Emergency Notification**

Situations arise, ranging from needing a change of clothes to illness, where school officials must be able to reach you. As stated before, your child is not allowed to leave school early until the school has been in touch with you. Please make sure the school has a record of where you work during the day or where you can be reached. If you work out of town or for some other reason cannot be reached easily during the day, give us the name and telephone number of a relative or friend we may call instead.

**Telephone Communication System**

The Geneva City School System will use a communication system that will notify all students’ contacts (up to 7 per student) within minutes if an emergency such as when bad weather should arise. The communication system will **call all** student contacts within minutes after the local school authorities have recorded a message and given permission for the call service to be activated. The call will show on caller ID as a Geneva City School number.

This system can also be used for general reminders for school activities and other events.

The call will show on the caller ID as a Geneva City School number.

**Inclement Weather**

If severe weather should force the closing of schools, you can get up-to-date information from local radio and television stations such as:

 **Radio:**

 WOOF (Dothan) - dial 99.7 FM

 WTVY (Dothan) – dial 95.5 FM

 **Television:**

 WTVY

 WDHN

 WSFA/FOX 34

**Grievance Procedure**

Complaints of parents, teachers, or others concerning any phase of the school program should be lodged in the following order:

1. with the Principal
2. with the Superintendent
3. with the Board of Education

**Personal Property**

Personal possessions such as money, clothing, jewelry, etc., are your responsibility. Keep them in your possession always. Do not bring large sums of money or valuable personal property to school. It encourages theft. Place your name in articles of clothing such as coats or jackets or other personal property. This makes it easy to return them to you in case they are found after a loss or theft. All electronic devices such as radios, iPods, CD players, head phones, etc. should not be brought to school unless permission from the principal is given. The school will not be responsible for any theft or loss of these devices. Objects brought without permission may be held until the school year ends or a parent comes to the school to claim them. **Please follow your Physical Education Teacher’s guidelines for storing of personal items during P.E.**

Q1

**Lost and Found**

A lost and found area has been set up for receiving and reclaiming articles found within the school. Bring any books, clothing, or other materials you find unattended to the office. **Unlabeled or unclaimed items left over 3 weeks will be donated to charity.**

**Telephone Use**

You may use the school telephone only for emergencies. If such an emergency develops, the office staff places the call for you. You will not be called from class to answer a phone call except in an emergency. The office staff will take any messages and forward them to you at an appropriate time.

**Cell Phones or Electronic Communication Devices**

**Students are not allowed to have cell phones in their possession during the school day. Cell phones will be confiscated and parents will have to come and pick them up from the Assistant Principal. Violations could result in ISS or suspension.**

We realize that each individual is guaranteed certain rights of speech and expression, but in a disciplined learning environment where the safety and welfare of the majority is a primary concern, restraints and limits must be in place in order to maintain a safe, positive, and controlled learning environment. The Geneva City School System prohibits the student use of all electronic communication devices, including cellular phones and pagers/beepers, at all schools during the school day. This is to include using a cellular phone to make voice calls, to take photos or videos, and/or to send/receive text messages or posting anything to any social media site (i.e. Facebook, Twitter, Snapchat, etc).

Students’ use of cellular phones/electronic communication devices for field trips, sporting events, extracurricular activities, etc., during school hours is prohibited. After school hours will be at the discretion of the sponsor/coach.

**Visitors**

All visitors to school grounds must report to the office and obtain permission from an administrator prior to any visitation. Visitors, especially guests of students, are discouraged from coming on campus as they usually have a disruptive effect on classes.

**Office Hours**

During the school year, school offices are open from 7am until 4pm, Monday through Friday, except for the listed holidays on the school calendar. School offices are open Monday through Thursday from 7am until 4pm during the summer.

**Conferences with School Staff**

Conferences may be arranged through guidance or the high school/middle school office. Conferences may be held during the teacher’s planning period or after school.

If you have any concerns about your child’s grades or behavior, please feel free to contact us immediately.

**Request for Assistance (PST)**

Parents may request academic or behavior assistance for their child at any time through the Problem Solving Team (P.S.T.). This team is comprised of the student’s classroom teacher, other regular education teachers, a counselor, and other auxiliary members. The purpose of this team is to aid the classroom teacher and/or family members with strategies to help the student be more successful in school. In order to serve the needs of the student, the P.S.T. may request an educational assessment, which could lead to eligibility for special education services. No decision concerning placement in special education services will be made without parental permission. For information, please contact your child’s school counselor.

**Parent-Teacher Organization (PTO)**

You are eligible and strongly urged to join this organization. It is an important means of maintaining strong ties and open communication between the home and school.

**School Insurance**

You may buy school-day or 24-hour student accident insurance. An information sheet explaining the program is available upon request.

**IMMUNIZATIONS AND MEDICATIONS**

**Certificates of Immunization**

Alabama Law 1269 (amended 7-30-79) states, “No student should be admitted to school without a certificate of Immunization (IMM-50-Blue) or one of the exemption certificates” –IMM-49-Temporary Pink; IMM-51-Medical-yellow; IMM-52-Religious white and certificate ADP-F-IM-90 (Rev. 9-90)-MMR.

Effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age.

**Medication Guidelines**

OVER THE COUNTER MEDICATIONS: Only the school nurse or delegated assistant may give medications. No stock medications will be administered. The school will be able to administer medications only if provided individually by the student’s parent/guardian. The parent must bring in the medication in an unopened, labeled original bottle. Permission forms must be completed by the parent in the nurse’s office when medication is brought in.

PRESCRIPTION MEDICATIONS: No prescription medication may be given without the completion of a Medication Authorization Form that includes parent authorization and physician order. If possible, please have the physician complete the authorization when the medication is prescribed. The medication must be in a labeled pharmacy bottle. Please have the pharmacy fill a “school bottle” since no medication can be transported with the student.

All medications brought to the school during the school year should be picked up by the parent no later than the last day of school. Any medication not picked up will be discarded according to state and federal guidelines.

Any questions about medications should be directed to Cyndi Mitchum, Geneva High and Middle School Nurse at 684-9379 or Missy Brownell, Mulkey Elementary School Nurse at 684-2294.

#### Important Information on Meningococcal Disease and Vaccine

**What is meningococcal disease?**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

**How do you catch the disease?**

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body’s immune system and pass through the lining of the nose and throat into the blood stream where the cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

**What are the symptoms of the disease?**

Fever, Headache, Stiff neck, Red rash, Drowsiness, Nausea and Vomiting

**Meningococcal vaccine: Who should get the vaccine and when?**

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

**For more information on this and other vaccine recommendations go to:**

[**www.adph.org/immunization**](http://www.adph.org/immunization)

**Head Lice**

From time to time, head lice become a problem that must be addressed. In an effort to control the spread of lice, we wish to create awareness and educate our students on this matter.

**General Information:**

Head lice (Pediculus capitis) are a common problem among Alabama school children, and occur in all socioeconomic levels, regardless of age, gender, or standards of personal hygiene. They are highly communicable and difficult to prevent, but if parents take responsibility to check the entire family often these parasites can be controlled. Head lice infestation is not a disease, but it can often be frustrating.

**How does a person get head lice?**

It is important to remember that head lice are not capable of hopping, jumping, or flying. Head lice are primarily acquired by coming in direct contact with an infected person. Head lice may also be acquired by wearing a hat, coat or scarf which has been recently worn by an infected person, or by using a contaminated comb or brush, or by lying on contaminated furniture, carpeting, or bedding.

**What are some signs of head lice?**

* Head scratching and intense scalp itching
* Redness or small bite marks on the scalp
* Swollen glands (located on the back of the neck near the ears)
* Tiny gray adult lice on hair and scalp
* Lice eggs called “nits”- white oval specks that look like grains of sugar

**What kind of treatment should be used?**

Before one family member is treated, all should be examined. Those family members who show evidence of infestation should all be treated at the same time. The following procedure should be completed:

**Step 1.** Use one of the several louse remedies available at your drug store, such as Rid A-200 and R&C Shampoo. All of these products must be used carefully and in observance of all safety guidelines. It might be important to consult your doctor before treating anyone with extensive cuts or scratches on their head or neck, or anyone presently taking medications. These products should not be used on infants. Lice nits on infants should be removed manually. It is important to read and follow carefully all package information before using the products.

**Step 2.** Remove the child’s shirt and provide a towel to cover the child’s eyes. DO NOT treat in the bathtub or in the shower, but have the child lean over the sink. This confines the lice product to the scalp or neck.

**Step 3.** It may take some time and it may be difficult, but ALL nits must be removed to ensure complete treatment. Most products will not kill all the nits and survivors will hatch into crawling lice within 7 to 10 days, generating a cycle of self-re-infestation. Even dead nits will cling to the hair and cause uncertainty about re-infestation. A fine tooth comb is helpful but many nits will have to be pulled from the hair shaft with your fingers. **All nits must be removed before a child may return to school. No more than three (3) days absence from school will be excused.**

**Step 4.** A daily nit check is recommended for at least 10 days following treatment and then regular checking should become part of routine home hygiene.

**Treatment of personal articles and environment:**

Machine wash all washable clothing and bed linens which have been in contact with the infested person during the last three days. Articles should be washed in HOT WATER and dried in a HOT DRYER. Non-washables can be vacuumed or dry cleaned. Articles that cannot be washed or dry cleaned can be sealed in a plastic bag for 10 days and then removed and dusted for any dead nits or lice.

Rugs, upholstered furniture, and mattresses (and any other personal items that cannot be washed) should be carefully vacuumed to pick up any living lice or nits attached to fallen hairs.

The use of insecticidal sprays is not recommended and strongly discouraged as they may be harmful members and pets and are of questionable benefit.

**What is the School’s Responsibility?**

Schools are mandated by the Alabama Health Department to control head lice. In response to this mandate, the Geneva City School System will adhere to the following procedure:

1. Once lice have been detected, the child’s parent will be notified. The child’s parent will be expected to come to the school and take the child home to begin treatment (please see steps #1, #2, and #3). The child will not be allowed to return to school until ALL nits have been removed.
2. The child must be accompanied by his/her parent when he/she returns to school. The child and parent must report to school nurse by 7:45 a.m. on the first day of the child’s return to school.
3. The child will be checked again by the school nurse in seven to ten days (counted from the day of the child’s return to school) to ensure that re-infestation has not occurred. If the child is infested, that child will not be allowed to return to class and the treatment process must be done again.

**What is the parent’s responsibility?**

It is the parent’s responsibility to ensure the completion of treatment for the child. Parents must not be embarrassed, and they should notify their child’s school so that other parents can be alerted to a possible outbreak. It is also important to notify the parents of your child’s playmates. Parental cooperation and honesty can help to control this problem.

### LEGAL INFORMATION

**Agencies Offering Assistance to Families**

Any parent/guardian or individual responsible for a student enrolled in the Geneva City Schools and needing assistance with the student, is encouraged to seek support by contacting the school principal, the counselor, or an agency serving families. The school counselor has a list of the agencies providing assistance or you may check the yellow pages in your telephone book.

**Attendance and Conduct (Act 94-782)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to **properly conduct** himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days).

**Parental Responsibility for Child’s Damages (Vandalism) (Act 94-819)**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property, plus court costs, caused by the intentional, willful, or malicious act of the minor.

**Weapons in Schools (Act 94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school bus is a Class C felony.

**In compliance with the Federal Gun Free Schools Act of 1994 and with Alabama law, it is the policy of the Geneva City Board of Education that any student determined to have brought a weapon-firearm as herein defined, to school shall be expelled from the regular school program for a period of not less than one year. Expulsion is defined at a minimum as removing a student from the regular school where the violation occurred. Any school administrator having knowledge of a student possessing a weapon or firearm must follow disciplinary actions outlined in Class III offenses in Code of Student Conduct. However, the expulsion requirement may be modified for a student on a case-by-case basis by the Board. Also, discipline of students with disabilities who violate this policy, shall be determined by the Board on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.**

### SEARCH AND SEIZURE/SAFE AND DRUG FREE SCHOOLS

In conformance with State Board of Education Resolution 1-2-g and Alabama State Board of Education

Administrative Regulation 290-010-020-01, law enforcement agencies shall be allowed to make periodic, unannounced visits to any local public school for the purpose of detecting the presence of drugs.

Lockers, desks, parking lots, and any other fixture or facilities provided for the students are in property of the school district. Also, students are subject to searches by school officials with **reasonable cause**. School officials may conduct searches or use other detection devices within the facilities or on the school campuses at any time that it is felt that alcohol and other drugs, weapons, or any object considered to be harmful to the safe environment of the school may be present. Such visits may include the use of drug-sniffing dogs in schools and classrooms as appropriate.

### Code of Alabama

**16-1-24.1 (1975)**

**Automobile Search**: Any automobile entering Geneva City School property is subject to search of the entire vehicle.

**Technology**: The use of the Internet and E-Mail through the GCSNET is a privilege, thus Geneva City Schools reserves the right to read and retain any electronic messages transmitted via the GCSNET.

### SEXUAL HARASSMENT

Sexual harassment is illegal and will not be tolerated. The Geneva City Board shall investigate allegations of sexual harassment and take appropriate actions against employees and students who engage in sexual harassment. The grievance procedure is established to provide recourse for any person who feels that his/her civil rights have been violated as set out in the Civil Rights Act of 1964 (as amended), the Education Amendment of 1972, or Section 504 of the Rehabilitation Act of 1972. A student who believes he or she has been or is being subjected to any form of sexual harassment shall report the matter to his or her teacher, counselor, assistant principal, principal, or the superintendent.

**ANTI-HARASSMENT/ANTI-BULLYING POLICY**

**Section I. Bullying, Harassment, Violence, and Threats of Violence Prohibited**

The Geneva City School System is committed to protecting its students from bullying, harassment, or discrimination for any reason and of any type. The school board believes that all students are entitled to a safe, equitable, and harassment-free school experience. Bullying and/or harassment will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied consistently with the Geneva City Code of Student Conduct as well as applicable state and federal laws.

**Section II. Definitions**

A. ***“Bullying/Harassment”*** means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal and physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories set forth in Section 3B below. To constitute bullying/harassment, a pattern of behavior may do any of the following:

* Place a student in reasonable fear of harm to his or her or damage to his or her property.
* Have the effect of substantially interfering with the educational performance, opportunities or benefits of a student.
* Have the effect of substantially disrupting or interfering with the orderly operation of the school.
* Have the effect or creating a hostile environment in the school, on school property, on a bus or at a school-sponsored function.
* Having the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Bullying harassment may involve, but is not limited to:

* Unwanted teasing or threatening
* Intimidating
* Stalking
* Cyber-stalking/Cyber-bullying
* Physical violence
* Sexual, religious, or racial harassment
* Public humiliation
* Destruction of school or personal property

B. The term “violence” in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

C. The term “threat of violence” in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

D. The term “intimidation” in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose or coercing or deterring the student from participating in or taking advantage of any school program, activity, or benefit for which the student is or would be eligible.

E. The term “student” in this policy refers to a student enrolled in the Geneva City School System.

**Section III. Expectation of Students**

A. Students are expected to treat other students with courtesy, respect and dignity and comply with the Code of Student Conduct. Students are expected and required to comply with the requirements of the law, policy, regulations and rules prohibiting harassment, bullying, and violence, to refrain from infliction or threaten to inflict violence, injury, or damage to the person or property of another student and to refrain from placing another student in fear or being subjected to violence, injury, or damage when such actions or threats are reasonable perceived as being motivated by any personal characteristics of the student that is identified in this policy.

B. Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct: the student’s race, sex, religion, national origin, or the student’s disability.

**Section IV. Consequence for Violations**

Concluding whether a particular incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of appropriate disciplinary actions. A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student conduct. Consequences and appropriate interventions for students who commit acts of bullying may range from verbal warning up to, but not limited to, suspension as outlined in our Code of Student Conduct.

**Section V. Reporting, Investigation and Complaint Resolution Procedure**

A. The principal/designee at each school is responsible for receiving oral and written complaints alleging violations of this policy and documenting all complaints regarding bullying/harassment to ensure that problems are appropriately addressed in a timely manner. The complaints must be submitted on board approved complaint forms (See Appendix A). The complaint form must be signed by the student alleging the violation or by the student’s parent/legal guardian and delivered to the principal/designee.

B. Complaints should be filed as soon as possible after the alleged incident and noted in the school’s data system but must be filed within thirty school days after the alleged incident. Failure on the part of the victim to initiate and or follow up on the complaint within this period may result in the complaint being deemed abandoned.

C. At the request of the complainant or the student’s parent/guardian, minor violations may be presented and resolved informally.

D. Within two days of the receipt of the complaint, the principal/designee will determine if the complaint alleges a serious violation of this policy. If the principal/designee determines that the complaint alleges a serious violation, he/she will undertake an investigation of the complaint.

E. Documented interviews of the alleged victim, alleged perpetrator, and witnesses should be conducted privately, separately, and confidentially.

F. When necessary to carry out the investigation or for other good reasons and consistent with federal and state privacy laws, the principal/designee may discuss the complaint with another employee, the parent of the alleged victim/complainant, the parent of the accused and/or child protective agencies responsible for investigating child abuse.

G. Within ten school days of the notification of the complaint, there shall be a written decision by the principal/designee regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Code of Student Conduct.

H. The principal/designee will inform all relevant parties of the decision, which will be noted in the school’s data tracking system.

I. If the investigation determines a violation, disciplinary actions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of this violation may also be imposed by the principal/designee.

J. Acts of retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed act of retaliation will be subject to disciplinary sanctions that may include any penalty in the Code of Student Conduct. A student who deliberately and falsely accuses another student of a violation of this policy will be subject to disciplinary actions as outlined in the Code of Student Conduct.

K. The complaint form (Appendix A) developed to report a violation of this policy includes a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal/designee will inform the student’s parent/guardian of the report.

**Section VI. Confidentiality**

To the greatest extent possible, all complaints will be treated as confidential and in accordance with the Family Educational Rights and Privacy Act (FERPA) Limited disclosure may be necessary to complete a thorough investigation. The system’s obligation to investigate and take corrective action may supersede an individual’s right to privacy; however, every effort shall be made to protect the identity of the complainant and/or victim.

**Section VII. Process for Referral for External Investigation**

If the act is outside the scope of the system and determined a criminal act, referral to appropriate law enforcement shall be made immediately and the parent will be notified. Written documentation shall be kept on file with the principal/designee.

**Section VIII. Policy Notification**

At the beginning of each school year, the principal shall provide awareness of this policy to students, staff, and parents through appropriate references in the Code of Student Conduct, teacher handbook and the school website.

### LAW ENFORCEMENT

**Law enforcement officers have the right to come on campus to interview students as suspects or witnesses.** The Board of Education authorizes building administrators to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student’s arrest. The student may be removed from school premises if the officer or school administrator has reason to believe that the student has violated the law. The police department, juvenile services, or other law enforcement agencies may be informed regarding the misconduct of a student. Such notification may result in an arrest, a petition, a complaint, a warrant, a conference with law enforcement officials and/or other actions deemed appropriate by the agencies involved.

**\*All of us have a shared responsibility to ensure that our schools are as safe as possible. No one has the right to interfere with your opportunity to learn. If you know of events occurring or about to occur that would severely disrupt the educational and safe environment of your school – be a responsible citizen – “REPORT IT”. The telephone number is posted at your school.**

**Policy Regarding TV Surveillance Cameras** – To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Geneva City Board of Education uses surveillance equipment on properties owned or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the system. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only. All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, at school events, and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes and can only be viewed by authorized personnel or law enforcement.

**EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

* The annual yearbook;
* Honor roll or other recognition lists;
* Graduation programs; and
* Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Geneva City to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1. Geneva City has designated the following information as directory information:

* Student’s name
* Grade
* Address
* Telephone
* Participation in officially recognized activities and sports
* Weight and height of members of athletic teams
* Degrees, honors, and awards received
* Date of birth

# Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day the Geneva City Schools receives a request for access.

Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

1. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Geneva City Schools to amend a record should write the school principal or his/her designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

1. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without con­sent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an ad­ministrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, audi­tor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educa­tion record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records re­quest unless it states in its annual notification that it intends to forward records on request.]

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

**PARENT’S RIGHT TO KNOW (H.R. 1-37)**

**QUALIFICATIONS**: At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**ADDITIONAL INFORMATION**: In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:

1. information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part; and
2. timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

THE GENEVA CITY SCHOOL SYSTEM INTERNET ACCEPTABLE USE AGREEMENT

**Students and their parents or guardians and all staff who plan to use the Internet must read and sign this document. Students should return the signature page to homeroom teachers; *staff should return their signed forms to their principal*.**

 **We believe that the Internet offers vast, diverse, and unique resources to students and faculty. Our goal in providing this service is to promote educational excellence by improving resource sharing, innovation, and communication.**

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The Geneva City School System has taken precautions to restrict access to inappropriate and non-educational materials with filtering software supplied by the Alabama Super Computer authority and to ensure that students use the Internet for educational purposes only. **However, on a global network it is impossible to control all materials, and even though students are monitored by staff members, a determined user may discover undesirable materials. It is the responsibility of a student or staff member to report any unacceptable sites to IT director.**

The smooth operation of this network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this use requires efficient, ethical and legal utilization of the network resources. **If a student or staff member violates any of these provisions, he or she will face disciplinary actions.**

# INTERNET TERMS AND CONDITIONS

1. “Acceptable Use” is the legal, ethical, courteous and efficient use of the Internet and any of its resources. Its use must be in support of education and research and consistent with the educational objectives of Geneva City Schools. Use of other organizations’ networks or computing resources must comply with the rules appropriate for those networks. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, hate material, or material protected by trade secret. Violators will lose Internet privileges and will be subject to disciplinary action as deemed necessary.
2. Teachers and staff members will monitor student usage.
3. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school officials will deem what is inappropriate use, and their decisions are final. The administration, faculty, and staff of Geneva City Schools may request the suspension of a specific user’s privileges.
4. Using or attempting to use proxy servers or websites to obtain access to a blocked site will result in the loss of privileges of computer access.
5. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

A. At this time electronic mail (email), social sites, or chat room activity is not allowed for students unless it is part of a teacher’s documented lesson plan which must include a teacher maintained log of student use and teacher supervision.

1. No one is to use abusive, threatening or inappropriate language, such as swearing, vulgarity, and use of racist or hate inciting statements or words.

C. Illegal activities are strictly forbidden.

D. Electronic mail is not guaranteed to be private.

E. Do not use the network or Internet in such a way that you would disrupt the use of either for other users.

F. Do not reveal personal names, addresses, or phone numbers of yourself or others nor financial information such as credit card numbers or bank account numbers.

1. Hacking into other computers, illegal use of others’ passwords and disruption of other computers or networks is forbidden.
2. Geneva City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages suffered. Use of any information obtained via the Internet is at your own risk.
3. Network security is especially important when the system involves many users. If you feel you can identify a security problem on a computer, the network or the Internet, you must notify a school official. Do not demonstrate the problem to other users. Anyone attempting to illegally log on to any computer, network, or Internet point; or anyone identified as a security risk or having a history of questionable Internet use may be denied access.
4. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, time bomb, Trojan horse, or the like.
5. Anyone connecting any unauthorized device to the network via computer or directly to the network will lose access to the network or any computer access. This includes, but is not limited to, cell phones, iPods, and thumb drives. Written permission is required from the Technology Coordinator before any device is attached or connected to the network.
6. Cyberbullying
7. Restrictions against inappropriate language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.
8. You will not use obscene, profane, lewd, vulgar, inflammatory, threatening, or disrespectful language.
9. You will not post information that could cause damage or a danger of disruption.
10. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
11. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
12. You will not knowingly or recklessly post false or defamatory information about a person or organization.
13. Staff will inform students of appropriate networking behavior at least once a year.

**Student or Staff:** I understand and will abide by the Geneva City Schools’ Internet Use Agreement policies. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

James A. Mulkey Elementary School

SCHOOL-PARENT COMPACT

*The Mulkey Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during school year 2016-2017.*

School Responsibilities

**Mulkey Elementary School will**:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**

*James A. Mulkey Elementary School provides many and varied learning experiences to enrich all academic areas. It is our goal to constantly improve state assessment scores through innovative teaching techniques, which include instruction in reading comprehension, math procedures, and writing mechanics. A highly qualified professional staff will provide school wide reform strategies. The strategies will assist preschool children with the transition from early childhood programs to kindergarten, and provide timely, effective assistance to students who experience difficulty meeting the state's standards; including taking specific steps to involve parents in helping their children meet the standards.*

1. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:**

*August PTO Open House*

1. **Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:**

*Mid-9 weeks progress reports will be sent home each grading period in addition to the regular report card sent home at the end of each quarterly grading period.*

1. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*Teachers are available for parent conferences during the school day at their planning period. Parents may call the school to arrange an appointment. Additionally, the staff will be available as needed during the day to accommodate the work schedule of parents.*

1. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

*The school will send out questionnaires soliciting assistance from parents who would be willing to volunteer during the school year. For example, parents are asked to assist with several activities throughout the year. Some of the activities include planning and carrying out all Fall Festival activities, volunteering at book fairs, and reading to students during “Read Across America – Dr. Seuss Week”. Parents also conduct fundraisers, participate in tutoring programs, and volunteer as library assistants. Parents are routinely invited to share information regarding their careers and life experiences with students. Such strategies are utilized when students are “Students of the Week” or “Author of the Week”. Parents are also asked to serve on various committees including Title I Committee, and Guidance Committee.*

Parent Responsibilities

**We, as parents, will support our children’s learning in the following ways:**

* *Monitoring attendance.*
* *Making sure that homework is completed.*
* *Monitoring amount of television their children watch*.
* *Volunteering in my child’s classroom*.
* *Participating, as appropriate, in decisions relating to my children’s education.*
* *Promoting positive use of my child’s extracurricular time.*
* *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*

*Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:**

* *Work hard to do my best in school.*
* *Attend school regularly.*
* *Obey student rules.*
* *Complete and return homework assignments.*

**GENEVA MIDDLE SCHOOL PARENT-STUDENT COMPACT**

*Geneva Middle School and the parents of the students participating in activities, services, and programs funded by title 1, Part A of the Elementary and Secondary Education Act (ESCA)(participating children), agree that this compact outlines how the parents, the entire staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compacts in effect during school year 2016-2017.*

**School Responsibilities**

**Geneva Middle School will:**

* 1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children the meet the State’s student academic achievement standards as follows:**

*Geneva Middle School provides many and varied learning experiences to enrich all academic areas. It is our goal to constantly improve State Assessment scores through innovative teaching techniques, which includes instruction in reading comprehension, math procedures, and writing mechanics. A highly qualified professional staff will provide school wide reform strategies. The strategies will assist pre-adolescent age children with the transition from elementary to middle school, and provide timely, effective assistance to students who experience difficulty meeting the state’s standards; including taking specific steps to improve parents in helping their children meet the standards.*

* 1. **Hold parent-teacher conferences (at least in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:**

*August Open House*

* 1. **Provide parents with frequent reports on their children’s progress. Specifically, the school will provide as follows:**

*Mid-9 week’s progress reports will be sent home each grading period in addition to the regular report card sent home at the end of each quarterly grading period.*

* 1. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*Teachers are available for parent conferences during the school day at their planning period along with after school. Parents may call the school to arrange an appointment. Additionally, the staff will be available as needed during the day to accommodate the work schedule of parents.*

* 1. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

*The school will provide questionnaires during Open House soliciting assistance from parents who would be willing to volunteer during the school year. Parents are asked to assist with several activities throughout the year. Some of the activities include planning and assisting with the Fall Festival, volunteering at book fairs, help assist with school supplies, and chaperoning dances, field trips, and academic competitions. Parents often help with fundraisers and extracurricular activities. Parents are also encouraged to join groups such as the PTO, Band Boosters, and the Quarterback Club. Parents are invited to share information regarding their careers and life experiences with students. Parents are also asked to serve on various committees such as the CIP Committee and the Guidance Committee.*

**Parent Responsibilities**

**We, as parents, will support our children’s learning in the following ways:**

* *Monitoring attendance.*
* *Making sure that homework is competed.*
* *Monitoring amount of television their children watch.*
* *Volunteering in my child’s classroom.*
* *Participating, as appropriate, in decisions relating to my children’s education.*
* *Promoting positive use of my child’s extracurricular time.*
* *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
* *Serving, to the extent possible, on policy advisory groups, such as being the Title I Policy Advisory Committee, the District wide Policy Advisory Committee, the State’s Committee of Practitioners, and the School Support Team of other advisory of policy groups***.**

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:**

* *Work hard to do my best in school.*
* *Attend school regularly.*
* *Obey student rules.*
* *Complete and return homework assignments.*

**TIP SHEET**

**Parents –** Your encouragement and assistance can be vital in helping your child improve his/her grades. The following tips are specific suggestions for improving academic achievement.

\_\_\_\_\_\_\_ 1. Check homework assignments daily for completion and neatness.

\_\_\_\_\_\_\_ 2. Make sure your child studies for tests in advance.

\_\_\_\_\_\_\_ 3. Check notebooks and book bags on a regular basis for organization.

\_\_\_\_\_\_\_ 4. Provide opportunities for the student to read orally to you.

\_\_\_\_\_\_\_ 5. Make sure that your child has an appropriate learning environment, away from television and other distractions.

\_\_\_\_\_\_\_ 6. Forbid your child from bringing any distracters that takes away from students’ ability to concentrate at school (cards, games, etc.).

\_\_\_\_\_\_\_ 7. Encourage your child to read in his/her Accelerated Reader novel and, if necessary, to write a summary after reading each chapter.

\_\_\_\_\_\_\_ 8. Remind students to do make-up work after an excused absence from school.

\_\_\_\_\_\_\_ 9. Check handbooks for dates for progress reports and report cards.

\_\_\_\_\_\_\_10. Continue to encourage your child to give his or her best; we will never give up on helping your child succeed.

# Students

\_\_\_\_\_\_\_ 1. Take required materials to class each day (pencils, paper, books, notebooks).

\_\_\_\_\_\_\_ 2. Write subject names on all notebooks and folders.

\_\_\_\_\_\_\_ 3. Keep a homework assignment notebook or pick up a homework sheet from the office counter to be completed daily.

\_\_\_\_\_\_\_ 4. Devote 15 minutes daily to study each subject.

\_\_\_\_\_\_\_ 5. Rewrite notes in order to understand new material.

\_\_\_\_\_\_\_ 6. Get plenty of sleep and eat breakfast.

\_\_\_\_\_\_\_ 7. Keep notebooks and book bags organized.

\_\_\_\_\_\_\_ 8. Attend class every day, if at all possible.

\_\_\_\_\_\_\_ 9. Make up work missed when returning after an absence.

\_\_\_\_\_\_\_10. Have a positive attitude, do your work, follow the rules.

**GENEVA CITY BOARD OF EDUCATION**

**511 PANTHER DRIVE**

**GENEVA, ALABAMA 36340**

**TELEPHONE—334-684-1090**

**Geneva City Schools Administration & Staff**

Mrs. Rhonda Stringham Superintendent

Mr. Paul Curtis Child Nutrition/Transportation

Mrs. Erica Wright Federal Programs/Special Education Coordinator

Mr. Ricky Nickolson Technology Coordinator

Mrs. Stacy Smithart Psychometrist

Mr. Stephen Byrd Career Tech Director

Mrs. Kim Gillespie CSFO

Mrs. Christi Bynum GCS Superintendent’s Secretary

Mrs. Pat Lewis Child Nutrition/Federal Programs/Transportation Secretary

**Geneva High School—505 Panther Drive, Geneva, AL 36340 334-684-9379**

Mr. Mickey Bennett Principal

Mr. Heath McInnis Assistant Principal

**Geneva Middle School—501 Panther Drive, Geneva, AL 36340 334-684-6431**

Mr. Danny Bedsole Principal

Mr. Gerid White Assistant Principal

**James A. Mulkey Elementary School—800 West Meadow Avenue, Geneva, AL 36340 334-684-2294**

Mrs. Jami Seay Principal

Mr. Donnie Smith Assistant Principal

**Geneva City Schools Maintenance Department, 511 Panther Drive, Geneva, AL 36340 334-684-1090**

Mr. Todd Green Maintenance/Facilities

Mr. Keith Brinley Maintenance/Grounds

Mr. Tom Casey Maintenance/Facilities

Mr. Scott Owens Maintenance/Electrical

**Geneva City Schools Transportation Department, 511 Panther Drive, Geneva, AL 36340 334-684-1090**

Mr. Daniel Coleman 16-1 (Deer)

Mrs. Allie Davis 13-2 (Duck)

Mrs. Annette Fuller 08-1 (Monkey)

Mrs. Jolene Holloway 16-2 (Horse)

Mr. Joshua Ingram 09-1 (Elephant)

Mrs. Charisse Johnson 13-1 (Pig)

Mr. Rocky Motley Utility Driver

Mr. Greg Ross 12-2 (Lion)

Mr. Gary Shields 07-1 (Dog)

Mr. Tony Thompson 12-1 (Bird)

Mrs. Lynn Watkins 12-03

Mr. Darron Adkison Bus Maintenance

For more information please visit: [www.genevacityschools.com](http://www.genevacityschools.com)

**APPENDICES**

**INTERNET USE AGREEMENT**

**Homeroom Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Parent or Guardian:** As the parent or guardian of this student, I have read the **Internet Use Agreement** found on pages 59-60. I understand that this access is designed for educational purposes. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold Geneva City Schools responsible for materials acquired on the Internet. I hereby give permission for my child to have access to the Internet at Geneva City Schools.

###### **Parent or Guardian’s Name:**

###### **Please Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###### **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###### **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Alabama State Law (Act 94-782) requires that both student and parent/guardian must sign and return this page stating they have received this handbook and the school board policies contained within, including those related to student behavior.

**HANDBOOK/PARENT-STUDENT AGREEMENT**

**Homeroom Teacher:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Grade:**\_\_\_\_\_\_\_\_\_\_\_\_\_

##### **Student’s Name:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE SIGN AND TEAR OFF THIS PAGE AND RETURN IT TO YOUR HOMEROOM TEACHER**

I have read and understand the contents of the Geneva City Schools Student/Parent Handbook. I acknowledge and understand that it applies to all students enrolled in the Geneva City Schools system. This policy includes all school sponsored activities and events.

##### **Student’s Signature:**

##### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Also, as you may know, our school system has a website that can be accessed through **www.genevacityschools.com**. We would like to post photos of our students involved in various activities on our website as well as the newspaper. However, your permission is required for us to do so. Please mark the required box below, sign and return to your child’s teacher.

Yes, I give permission for my child to be included in the photos that may be posted on the school’s website and/ or newspaper(s).

No, I do not give permission for my child to be photographed for the school’s website and/or newspaper(s).

**Parent/Guardian Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

James A. Mulkey Elementary School

SCHOOL-PARENT COMPACT

*The Mulkey Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during school year 2016-2017.*

School Responsibilities

**Mulkey Elementary School will**:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**

*James A. Mulkey Elementary School provides many and varied learning experiences to enrich all academic areas. It is our goal to constantly improve state assessment scores through innovative teaching techniques, which include instruction in reading comprehension, math procedures, and writing mechanics. A highly qualified professional staff will provide school wide reform strategies. The strategies will assist preschool children with the transition from early childhood programs to kindergarten, and provide timely, effective assistance to students who experience difficulty meeting the state's standards; including taking specific steps to involve parents in helping their children meet the standards.*

1. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:**

*August PTO Open House*

1. **Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:**

*Mid-9 weeks progress reports will be sent home each grading period in addition to the regular report card sent home at the end of each quarterly grading period.*

1. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*Teachers are available for parent conferences during the school day at their planning period. Parents may call the school to arrange an appointment. Additionally, the staff will be available as needed during the day to accommodate the work schedule of parents.*

1. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

*The school will send out questionnaires soliciting assistance from parents who would be willing to volunteer during the school year. For example, parents are asked to assist with several activities throughout the year. Some of the activities include planning and carrying out all Fall Festival activities, volunteering at book fairs, and reading to students during “Read Across America – Dr. Seuss Week”. Parents also conduct fundraisers, participate in tutoring programs, and volunteer as library assistants. Parents are routinely invited to share information regarding their careers and life experiences with students. Such strategies are utilized when students are “Students of the Week” or “Author of the Week”. Parents are also asked to serve on various committees including Title I Committee, and Guidance Committee.*

Parent Responsibilities

**We, as parents, will support our children’s learning in the following ways:**

* *Monitoring attendance.*
* *Making sure that homework is completed.*
* *Monitoring amount of television their children watch*.
* *Volunteering in my child’s classroom*.
* *Participating, as appropriate, in decisions relating to my children’s education.*
* *Promoting positive use of my child’s extracurricular time.*
* *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*

*Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:**

* *Work hard to do my best in school.*
* *Attend school regularly.*
* *Obey student rules.*
* *Complete and return homework assignments.*

I have read and understand the contents of the **Geneva City Schools Student/Parent Handbook along with the James A. Mulkey Elementary Parent-Student Compact.**  I acknowledge and understand that it applies to all students enrolled in the Geneva City School System. This policy includes all school sponsored activities and events.

**Student’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Representative’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be completed if your child is a student at James A. Mulkey Elementary**

**GENEVA MIDDLE SCHOOL PARENT-STUDENT COMPACT**

*Geneva Middle School and the parents of the students participating in activities, services, and programs funded by title 1, Part A of the Elementary and Secondary Education Act (ESCA)(participating children), agree that this compact outlines how the parents, the entire staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compacts in effect during school year 2016-2017.*

**School Responsibilities**

**Geneva Middle School will:**

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children the meet the State’s student academic achievement standards as follows:**

*Geneva Middle School provides many and varied learning experiences to enrich all academic areas. It is our goal to constantly improve State Assessment scores through innovative teaching techniques, which includes instruction in reading comprehension, math procedures, and writing mechanics. A highly qualified professional staff will provide school wide reform strategies. The strategies will assist pre-adolescent age children with the transition from elementary to middle school, and provide timely, effective assistance to students who experience difficulty meeting the state’s standards; including taking specific steps to improve parents in helping their children meet the standards.*

1. **Hold parent-teacher conferences (at least in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:**

*August Open House*

1. **Provide parents with frequent reports on their children’s progress. Specifically, the school will provide as follows:**

*Mid-9 week’s progress reports will be sent home each grading period in addition to the regular report card sent home at the end of each quarterly grading period.*

1. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*Teachers are available for parent conferences during the school day at their planning period along with after school. Parents may call the school to arrange an appointment. Additionally, the staff will be available as needed during the day to accommodate the work schedule of parents.*

1. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

*The school will provide questionnaires during Open House soliciting assistance from parents who would be willing to volunteer during the school year. Parents are asked to assist with several activities throughout the year. Some of the activities include planning and assisting with the Fall Festival, volunteering at book fairs, help assist with school supplies, and chaperoning dances, field trips, and academic competitions. Parents often help with fundraisers and extracurricular activities. Parents are also encouraged to join groups such as the PTO, Band Boosters, and the Quarterback Club. Parents are invited to share information regarding their careers and life experiences with students. Parents are also asked to serve on various committees such as the CIP Committee and the Guidance Committee.*

**Parent Responsibilities**

**We, as parents, will support our children’s learning in the following ways:**

* *Monitoring attendance.*
* *Making sure that homework is competed.*
* *Monitoring amount of television their children watch.*
* *Volunteering in my child’s classroom.*
* *Participating, as appropriate, in decisions relating to my children’s education.*
* *Promoting positive use of my child’s extracurricular time.*
* *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
* *Serving, to the extent possible, on policy advisory groups, such as being the Title I Policy Advisory Committee, the District wide Policy Advisory Committee, the State’s Committee of Practitioners, and the School Support Team of other advisory of policy groups***.**

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:**

* *Work hard to do my best in school.*
* *Attend school regularly.*
* *Obey student rules.*
* *Complete and return homework assignments.*

I have read and understand the contents of the **Geneva City Schools Student/Parent Handbook along with the Geneva Middle School Parent-Student Compact.**  I acknowledge and understand that it applies to all students enrolled in the Geneva City School System. This policy includes all school sponsored activities and events.

**Student’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Representative’s Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be completed if your child is a student at Geneva Middle School**

**BUS REGISTRATION**

**STUDENT NAME** (*Please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **GRADE** \_\_\_\_\_\_\_\_\_

**PARENT/GUARDIAN NAME** (*Please Print*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHOOL** *(Circle one)*  **ELEMENTARY** **MIDDLE** **HIGH**

**STUDENT ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EMERGENCY CONTACT #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information on this form is correct and true to the best of my knowledge. I know and understand the rules of the bus and realize if the rules are not followed, the student will be subject to disciplinary action.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE** \_\_\_\_\_\_\_\_\_\_

**BUS RULES**

1. Keep a safe distance from the road and the bus until the driver signals for you to load.
2. When crossing in front of the bus, wait for the driver’s signal before crossing and stay out ten feet from the bumper.
3. Obey and cooperate with the bus driver (bus drivers may assign seats for students).
4. Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and **remain seated properly.**
6. Do not argue, fight, or harass others. No profanity!
7. Keep your head and hands inside the bus and ensure no objects are thrown out of the bus.
8. Help keep the bus clean.
9. Ride to and from school on the bus assigned unless administrative approval is given specifying an alternate bus for that student.
10. Students will be picked up and dropped off at their residence or designated stop only.

***For Office Use Only***

Bus # \_\_\_\_\_\_\_\_\_\_\_\_\_ Bus Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS FORM IS FOR STUDENTS TRANSPORTED TO OR FROM SCHOOL BY BUS**

**GENEVA CITY SCHOOLS**

**STUDENT TEXTBOOK LOAN SHEET**

The Alabama Textbook Law (Act No. 221, 16-36-32, 1965 Legislature) states that the parents or guardians of a child to whom state-owned textbooks have been issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks.

Further, the law requires that a receipt be obtained from the pupil and parent/guardian upon issuance of the textbook.

By signing this sheet the pupil and the parent/guardian acknowledge receipt and responsibility for exercising reasonable care in the use and preservation of such textbooks until they are returned to the school at the close of the school term or the student withdraws from school, whichever comes first.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name of Textbook** | **Book #** | **Condition at Issue** | **Remarks** |
| **1** |  |  | **N G F P** |  |
| **2** |  |  | **N G F P** |  |
| **3** |  |  | **N G F P** |  |
| **4** |  |  | **N G F P** |  |
| **5** |  |  | **N G F P** |  |
| **6** |  |  | **N G F P** |  |
| **7** |  |  | **N G F P** |  |
| **8** |  |  | **N G F P** |  |
| **9** |  |  | **N G F P** |  |
| **10** |  |  | **N G F P** |  |

HOMEROOM TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GRADE \_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS**

Dear Parent/Guardian:

Children need healthy meals to learn. **Geneva City Schools** offers healthy meals every school day. Breakfast costs **$.50**; lunch costs **$1.60**. **Your children may qualify for free meals or for reduced price meals.** Reduced price is **$.30** for breakfast and **$.40** for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. Who can get free OR REDUCED PRICE meals?
	* All children in households receiving benefits from **AL SNAP, the Food Distribution Program on Indian Reservations (FDPIR)** or **AL TANF**, are eligible for free meals.
	* Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
	* Children participating in their school’s Head Start program are eligible for free meals.
	* Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
	* Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

|  |
| --- |
| FEDERAL ELIGIBILITY INCOME CHART For School Year **2016-2017** |
| Household size | Yearly | Monthly | Weekly |
| 1 | 21.978 | 1,832 | 423 |
| 2 | 29,637 | 2.470 | 570 |
| 3 | 37,296 | 3,108 | 718 |
| 4 | 44,955 | 3,747 | 865 |
| 5 | 52,614 | 4,385 | 1,012 |
| 6 | 60,273 | 5,023 | 1,160 |
| 7 | 67,951 | 5,663 | 1,307 |
| 8 | 75,647 | 6,304 | 1,455 |
| Each additional person: | 7.696 | 642 | 148 |

1. HOW DO I KNOW IF MY CHILDREN QUALIFY AS homeless, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail **Erica Wright, Homeless Liaison at 334.684.1090; or email at wrighte@genevacityschools.com.**
2. Do I need to fill out an application for each child? No. *Use* one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Angie Holland, Manager, 505 Panther Drive, Geneva, AL 36340 (GHS/GMS), or Krystal Seay, Manager, 800 W. Meadow Ave. Geneva, AL 36340 (JAMES).**
3. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Angie Holland, Manager, at 334.684.9451 (GHS/GMS), or Krystal Seay, Manager, at 334.684.9864 (JAMES)** immediately.
4. CAN I APPLY ONLINE?

**No, an online application is not available at this time.**

1. MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child’s application is only good for that school year and for the first few days of this school year, through **9/16/16**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals , your child will be charged the full price for meals.
2. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
3. Will the information I give be checked? Yes. We may also ask you to send written proof of the household income you report.
4. If I don’t qualify now, may I apply later?Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
5. What if I disagree with the school’s decision about my application?You should talk to school officials. You also may ask for a hearing by calling or writing to: **Rhonda Stringham, Superintendent, 511 Panther Drive, Geneva, AL 36340. Phone 334.684.1090**.
6. May I apply if someone in my household is not a U.S. citizen?Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
7. What if my income is not always the same?List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
8. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
9. We are in the military. do we REPORT OUR INCOME DIFFERENTLY?Your basic pay and cash bonuses must be reported as income. Ifyou get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
10. WHAT IF THERE ISN’T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Angie Holland, Manager, 505 Panther Drive, Geneva, AL 36340, phone 334.684.9451 (GHS/GMS), or Krystal Seay, Manager, 800 W. Meadow Ave. Geneva, AL 36340, phone 334.684.9864 (JAMES) to receive a second application.**
11. My family needs more help. Are there other programs we might apply for? To find out how to apply for **AL SNAP** or other assistance benefits, contact your local assistance office or call **1.800.382.0499**.

If you have other questions or need help, call 334.684.1090.

Sincerely,

Paul Curtis

Paul Curtis, CNP Director