

# GENEVA CITY SCHOOLS HANDBOOK

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**GENEVA CITY BOARD OF EDUCATION**

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**GENEVA CITY BOARD OF EDUCATION**

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Brent Johnson	Geneva High School Assistant Principal
Wendy Metz	GHS Career Technical Director
Gerid White	Geneva Middle School Principal
Donnie Smith	Geneva Middle School Assistant Principal
Jami Seay	James A. Mulkey Elementary School Principal
Brent Justice	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, such as circumstances related to COVID-19, which are not covered in this handbook. These will be dealt with on an individual basis.

**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.

**Non-Discrimination Statement**

Geneva City Schools, including Career and Technical Education, does not discriminate on the basis of race, color, national origin, sex, disability, age, or lack of English language skills in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Erica Wright, 504 and Title II Coordinator, [wrighte@gck12.com](mailto:wrighte@gck12.com) or Ron Snell | Title IX Coordinator | [snellr@gck12.com](mailto:snellr@gck12.com) | 511 Panther Drive, Geneva, AL 36340 | 334-684-1090.

## **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 areas 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 MOTTO**

Geneva City Schools: Growing the Tradition of Excellence

### **OUR VISION**

The vision of Geneva City Schools is to provide quality education to all students in order to produce graduates prepared for college, career, and life.

### **OUR MISSION**

The mission of Geneva City Schools is to provide challenging instructional programs, enriching extracurricular experiences, and a wide variety of opportunities for students to explore their interests, expand their dreams, and develop their talents.

### **OUR BELIEFS: In Geneva City Schools we believe**

- that we will be the highest achieving school system in the Wiregrass in academics, the arts, and athletics.
- that the path to success is not identical for all students; educational paths should therefore be individualized.
- that we will educate students to be productive, contributing members of society.
- that all stakeholders need to be involved in a child's education--it takes a village!
- that the mental health and physical safety needs of our students and teachers must be met before learning can take place.
- that school safety, positive relationships, academic achievement, persistence, and leadership will be core values.
- that we must work towards where the student can go and not focus upon where he or she is now. We will have a growth mindset.
- that all students can learn a challenging curriculum given enough time and support.
- that we will operate in unity towards the common goal of achievement and growth for all students.
- that kids get smarter by working harder. We will ensure that students are the hardest working people in the room.

## **MESSAGES FROM BOARD OF EDUCATION, SUPERINTENDENT, PRINCIPALS, AND SGA REPRESENTATIVES**

### **MESSAGE FROM THE SCHOOL BOARD CHAIRPERSON - Russell E. Clausell Sr.**

On behalf of the Geneva City School Board, it is my honor to welcome our students, faculty, and staff to our 2021-2022 school year. First, allow me to say, we are so proud of our GCS family as we exceeded in our educational process during a very challenging 2020-2021 school year, (our students, staff, and our community are second to none).

Our board is continuously committed to a student-first environment, which will ensure a safe and secure place for our children to learn. We are excited about the changes this year will bring, including new faculty members, updated technology, and additional learning curriculums. We will continue to support classroom programs that provide enriching and engaging opportunities for our students. We will enhance these opportunities by continually supporting the efforts of our administrators and teachers.

Finally, I believe when we devote ourselves to a Standard of Excellence, we become committed to hard work and dedication. These are not only great work ethics, but they are also key ingredients to having a successful school year. I believe together, we can make this school year the best one yet.

***“Panther Pride!”***

*Every Child.*

*Every Chance.*

*Every Day.*

### **MESSAGE FROM THE SUPERINTENDENT - Ronald L. Snell**

On behalf of the faculty and staff of Geneva City Schools, I want to assure you that we remain fully committed to providing our students with the best educational experience possible. The 2020-21 School Year was like nothing any of us have ever experienced. Despite the unprecedented hurdles and trials, however, Geneva City Schools remained committed and worked diligently to ensure that our system becomes the highest performing system in the Wiregrass. Our students and community deserve this commitment. In the upcoming year, we will accelerate learning to eliminate any learning gaps caused by COVID 19. Ultimately, together, we will add in a positive way to the proud tradition that is Geneva City Schools.

Positive changes are being made throughout the system. These changes will continue to improve instructional effectiveness and school safety. Technology is being added at each school and we are about to achieve a one to one ratio of devices to students, we are increasing the rigor through the A+ College Ready grant, we have increased dual enrollment opportunities through our partnership with three colleges and G-Tech. These changes will all have a positive impact on helping our students become college and career-ready when they graduate.

Parent/Guardian involvement is vital for our students to be successful at school. Please take the time to listen, read, and interact with your child concerning school. Encourage your child/children to do their very best in all subjects. It is a priority in Geneva City Schools to educate our students in a safe, secure, and encouraging environment. We look forward to continuing to do so in the year ahead.

**Go Panthers!**

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

### **Principal's Message- Jami W. Seay**

Dear MES Panthers,

It is with great pleasure that I welcome you to James A. Mulkey Elementary School. I am excited about the 2021-2022 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 email me or any of the MES staff if you have additional questions.

### **J.A.M.E.S SCA President - J.D. Hart**

Dear Students of MES,

Welcome Back!! The 2021-2022 school year is going to be the best year ever. Thanks again for trusting me to represent you as your SGA president. Let's all work to make our school a place for learning and fun. I know, together, we are going to make lasting memories. See you in the halls!

Let's Go Panthers!!!!

## **GENEVA MIDDLE SCHOOL**

### **Principal's Message- Gerid White**

Dear Parents and Students:

On behalf of the Geneva Middle School faculty and staff, I would like to welcome you to the 2021-2022 school year. We are excited about the new opportunities that this school year will bring.

Our faculty here at Geneva Middle School are dedicated to our students! Our goal is for each student to have a rich and wonderful educational experience that takes place in a safe environment. The faculty at Geneva Middle School strives to be an example for our students in many ways. One specific example is being lifelong learners. With that said, throughout this summer your teachers have been involved in professional development that will further empower them to deliver a more rigorous Alabama Course of Study.

Geneva Middle School offers students and parents opportunities to be involved in their school. I would like to encourage parents to become a member of the Parent/Teacher Organization (PTO) and/or a member of the Annual Continuous Improvement Plan (ACIP) committee. Both provide stakeholders opportunities for input. I would like to encourage our students to be members in a club, a sport or the band. We want our student body and our stakeholders to be actively involved in our 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 of you and the school. We expect students to attend regularly, put forth an effort in each class, and respect the rights of each

individual in our school community. Our motto focuses on these basic principles, “Achieving Success by Expecting the Best.”

I would like to thank our parents for placing their trust in us as we partner together in developing our children into well rounded members of our community. May this be the best school year ever!

### **GMS SCA President - Isabella Tucker**

Welcome back GMS students, faculty, and staff! I hope you had an awesome summer break, and it is now once again time to go back to school. Even though school can be challenging at times, I encourage every student to do their ultimate best and never give up during this school year. Due to COVID-19, last year we did not have a very normal school year. I hope that this upcoming year, we can all get back to our normal routine. Thank you GMS students for choosing me as your SCA president. Go Panthers!

## **GENEVA HIGH SCHOOL**

### **Principal’s Message - Michael Crews**

It is with great pride and privilege that I welcome you to Geneva High School. I am looking forward to a promising school year. At GHS our teachers and support staff are dedicated to preparing our students to become college and career ready. Our goal is to offer your student the best possible education in a positive and safe learning environment. As a staff we strategically focus on student learning and provide many opportunities for our students to increase their academic performance through high expectations, comprehensive programs, interventions, and effective teaching.

The last school year was unlike anything any of us had ever experienced, but our students showed continued growth with the dedication and hard work of our teachers and staff. Our school excelled with delivering instruction virtually when necessary. Although we celebrated great achievement despite a global pandemic, I feel confident that our students will excel beyond expectation during this school year. With the continued support of the community, faculty and staff, families, and students, GHS will continue to thrive as we continue to grow our *tradition of excellence*.

Go Panthers!

### **SCA President - Brook Bynum**

Welcome back GHS students and staff! I am honored to represent our school as the new Student Council President. I hope you all had a wonderful summer and are ready to get back into the swing of things as we begin a new school year. This school year I encourage us all to strive to be the best we can be and achieve our goals. I hope this school year brings many exciting memories that will last a lifetime!

## 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).

### **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.

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.

## **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 Attendance at 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, §16-28-121 (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 a 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**

Documentation of Absences: Elementary school students may be excused up to a total of fifteen (15) days per school year; middle and high school students may be excused up to a total of seven (7) days per semester. If a student (middle/high school) is absent over seven (7) days in a semester, he/she may not receive a passing grade/credit for that semester unless all absences after the seventh are legally excused. The principal will meet with the parent/guardian and student to review presented evidence in determining whether or not the student will receive credit for the course/class. Absences beyond five (5) consecutive days must be substantiated by a physician's statement. In known extenuating circumstances, the principal may excuse the absences. In case of no physician documentation, the absence may be appealed to the Principal and the grievance policy of the Board of Education will be in effect. Absences beyond the prescribed days for elementary and middle/high school students must be accompanied by additional documentation as follows: • Death in immediate family---approved by principal • Legal quarantine---quarantine notice • All other absences are to be submitted to the principal in written form for consideration. The principal may request appropriate additional documentation as necessary.

## ABSENCES

1. Excused: An absence may be excused by the principal for the following reasons: a) Students are too ill to attend school b) Inclement weather which would be dangerous to the life or health of the student if attending school c) Legal quarantine d) Death in the immediate family e) Emergency condition as determined by the superintendent or principal g) The principal may excuse students for attendance at non-school related special events (such absences must be based on written parental request and approved in advance) \*\*Additionally, all make-up work must be completed within five (5) days of returning to school
2. Unexcused. An absence not approved by the provisions of Item #1 is considered unexcused (i.e. work, truancy, suspension or parental neglect). Students may not make up work if the absence is unexcused.
3. Excessive absences may result in any one (1) or all of the following:
  - Referral to Saturday School
  - Referral to the Attendance Officer
  - Filing of a petition of fact with Juvenile Services
  - Notification of Human Resources of suspected neglect
  - Filing of a complaint with Juvenile Services
  - Requirement to attend Early Warning Court

The following procedures shall be followed to address attendance: **FIRST-FOURTH TRUANCY:** (unexcused absence) Parent/guardian shall be notified by the school principal or designee that the student was truant and date of truancy. Parents/guardians shall also be provided 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. **FIFTH – SIXTH TRUANCY:** (unexcused absence) The parent/guardian or person having control of the child shall (1) attend a conference with the principal or his designee and/or (2) participate in the early warning program provided by the juvenile court. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a petition against the parent under Ala. Code 1975, §16/28/12© failure to cooperate, or a truancy against the child, whichever is appropriate. **SEVENTH TRUANCY:** (unexcused absence) No earlier than seventh unexcused absence, but within ten (10) school days (court) (i) File complaint/petition against the child and/or parent/guardian, if appropriate. **CHILD UNDER PROBATION:** The principal 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, Ala Code 1975. Where a child under probation is truant, the principal should immediately notify the juvenile probation officer. **ANY LOCAL EDUCATION AGENCY MAY ADOPT A POLICY MORE RIGOROUS THAN THE STATE POLICY**

**Please have your parents 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 parents, 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 7<sup>th</sup> period at GHS and your intervention teacher at GMS will keep it and send it to the office. Elementary students should give notes to their homeroom teacher.

Students may make up work if the absence is excused. All work should 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 missed 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 and/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. For Geneva City Schools: Parental notes in excess of seven per year will be unexcused.

### **Consequences for Unexcused Absences per Semester**

Subsequent Unexcused Absences:

- The 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 Semester**

- Third Tardy: **Detention**
- Fourth Tardy: One day **ISS or Saturday School**
- Fifth Tardy: Two days **ISS or Saturday School**
- Sixth Tardy: **Saturday School(s)**
- Seventh Tardy: One day **Suspension and Saturday School(s)**

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**

### **Grades**

Student grades can be reviewed by parents using the PowerSchool Website. 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 on the Geneva City School website under the Parents Banner at the top of the page.

### **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 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, Gifted Specialist 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**

Grades for all core Advanced, AP and Dual Enrollment 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.

### **Advanced Placement Courses/Advanced Courses**

<b>AP</b>	<b>Advanced</b>
AP Literature (12 <sup>th</sup> )	Advanced English (10 <sup>th</sup> )
AP Language (11 <sup>th</sup> )	Physics (11 <sup>th</sup> -12 <sup>th</sup> )
AP Government (12 <sup>th</sup> )	Chemistry (10 <sup>th</sup> )
AP Calculus (12 <sup>th</sup> )	Advanced Algebra II with Statistics (10 <sup>th</sup> -12 <sup>th</sup> )
AP Computer Science (10 <sup>th</sup> -12 <sup>th</sup> )	Advanced Geometry
AP Biology (11 <sup>th</sup> -12 <sup>th</sup> )	Advanced Biology (9 <sup>th</sup> )
	Advanced US History A (10 <sup>th</sup> )
	Advanced US History B (11 <sup>th</sup> )
	PreCalculus (11 <sup>th</sup> -12 <sup>th</sup> )
	Advanced Economics (12 <sup>th</sup> )

Dual Enrollment: Dual enrollment core subject courses will be weighted comparable to advanced courses (0.5 added to the weighted GPA) in the same subject offered at the high school as deemed appropriate by the principal.

\*\*ACCESS Distance Learning courses: Extra points/GPA weights will be awarded to those courses whose descriptions indicate AP or College Prep.

### **Class Ranking**

#### **Graduates of 2022 and 2023**

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

#### **Grade Point Average (GPA)**

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 weighted GPA shall be calculated by adding 1 point for every AP course and 0.5 to every Advanced course. Total quality points are divided by the number of courses taken.

**Class Ranking for Graduates of 2024 and Beyond:**

The weighted GPA will be used to calculate class ranking. Weighted GPA for graduates of 2024 and beyond will be calculated as follows (numeric averages/GPA will not be rounded in determining GPA or honor court):

<b>Numeric Grade</b>	<b>Letter Grade</b>	<b>Unweighted</b>	<b>Weighted Advanced</b>	<b>Weighted AP</b>
97-100	A+	4.3	4.8	5.3
90-96	A	4.0	4.5	5.0
87-89	B+	3.3	3.8	4.3
80-86	B	3.0	3.5	4.0
77-79	C+	2.3	2.8	3.3
70-76	C	2.0	2.5	3.0
67-69	D+	1.3	1.8	2.3
60-66	D	1.0	1.5	2.0
59 & below	F	0	0	0

The weighted GPA shall be calculated by adding 1 point for every AP course and 0.5 to every Advanced Level course. The total quality points will be divided by the number of courses taken.

\*Teacher's Aide will not count toward GPA.

**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 Equivalent	1(2)	
Geometry	1	
Algebraic Connections (if needed for 3 <sup>rd</sup> math)	1	
Algebra II or Algebra w/Fin (final course)	1	
Science		4
Biology	1	
Physical Science/Chemistry	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	
<i>**Students must pass a Citizenship Test their senior year in order to graduate.</i>		
Physical Education	1	
Health Education	½	
Career Preparedness	1	
Career Tech and/or Foreign Lang and/or Art	3	

Electives -----	3 1/2 (2022 grads)
	2 1/2 (2023 grads and beyond)
Total Units -----	25 (2022 grads)
	24 (2023 grads and beyond)

\*\*\*New math course of study requires the following:

Mathematics		4
Geometry	1	
Algebra I	1	
Algebra II	1	
Finite Math	1	

**Advanced Endorsement Alabama High School Diploma Units Required:**

\*\*\*changes:

English		4
English 9	1	
Adv English 10	1	
AP Language	1	
AP Literature	1	
Mathematics		4
Adv Geometry	1	
Adv Alg II w/Stats	1	
PreCalculus	1	
One additional math credit	1	
Science		4
Adv Biology	1	
Physical Science/Chemistry	1	
Advanced Level Science	2	
Social Studies		4
World History	1	
Adv US History A	1	
Adv US History B	1	
AP Government	½	
Adv Economics	½	

*\*\*Students must pass a Citizenship Test their senior year in order to graduate.*

\*\*\*For the class of 2024 and beyond, students must take advanced level core courses in 9<sup>th</sup> and 10<sup>th</sup> grade as offered and a minimum of 4 AP courses.

**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 requirements in order to be promoted to the next grade level:

<b>Grads of 2022</b>	<b>Grads of 2023 and Beyond</b>
<b>25 credits</b> to graduate	<b>24 credits</b> to graduate
<b>4 credits</b> to be classified as a sophomore	<b>4 credits</b> to be classified as a sophomore
<b>11 credits</b> to be classified as a junior	<b>10 credits</b> to be classified as a junior
<b>18 credits</b> to be classified as a senior in 2021	<b>17 credits</b> to be classified as a senior in 2022

### **Honor Graduates**

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

### **CTE Honors Graduate Requirements**

1. Completing 2<sup>nd</sup> year at GTECH or CTE Completer
2. Minimum 80 average in GTECH or CTE program
3. Minimum 3.0 overall GPA
4. No more than 10 total absences throughout senior year for any reason
5. Nominated by GTECH/CTE instructor
6. Joined and participated in CTSO and participated in 5 hours of community service
7. No in-school or out of school suspensions
8. Meet College and Career Ready requirements through one of the following options:
  - a. a benchmark score on any section of the ACT test,
  - b. a qualifying score on an AP or IB exam,
  - c. approved college or postsecondary credit while in high school,
  - d. a benchmark level on the ACT WorkKeys,
  - e. an approved industry credential or
  - f. documented acceptance for enlistment into the military.

### **Valedictorian & Salutatorian**

The Valedictorian and Salutatorian shall be determined by class ranking and must take the courses required for the Advanced Academic Endorsement. If a tie, co-valedictorians will be declared and no salutatorian shall be recognized. Grades posted on the high school transcript through the end of the second semester of the 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 semester averages and the 3rd nine weeks of the current school year. Students must not have any C's, D's, or F's in any classes. 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.

## **EXAM EXEMPTION POLICY**

### **Geneva High School**

Students in grades 9-12 may exempt no more than two (2) exams per semester. In order to exempt a semester/final exam, students must meet the following criteria:

- Must have at least an "A" or "B" cumulative average.
- Students taking the Advanced Placement Exam are NOT required to take a final exam for that course.
- No more than 4 excused absences. No unexcused absences will be allowed for exemptions.
- No student can exempt exams in the same class in consecutive semesters unless they maintain an A average and meet all other exemption requirements.
- 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 form must be completed by the teacher and submitted to the office to verify the student is eligible for the exemption.

### **Geneva Middle School**

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

- Must have at least an "A" or "B" cumulative average.
- No more than 4 excused absences. No unexcused absences will be allowed for exemptions.
- No student can exempt exams in the same class 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 form must be completed by the teacher and submitted to the office to verify the student is eligible for the exemption.

### **GMS and GHS 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, semester 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 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. 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 week. The A's and/or A's and B's must be earned for work at the grade level the student is enrolled. Kindergarten students 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 – Grades 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 the 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.

### **STANDARDIZED TESTING DATES**

PRE-ACT (Grade 10)	October 5, 2021
ACT Workkeys (Grade 12)	October 6, 2021
ACCESS for ELLS	January 18, 2022
ACAP Alternate Assessment	March 1, 2022
Retest Option for Workkeys (Grade 12)	March 9, 2022
ACT with Writing (Grade 11)	April 12, 2022
ACT Make-up	April 26, 2022
ACAP Summative 2-8 (Computer Based Test)	April 4 - May 6, 2022

### **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, smart watches 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 relation 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. School officials only require a reasonable suspicion for an administrative search.

## **CODE OF STUDENT CONDUCT**

The Geneva City Board of Education fully recognizes 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 assures 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.

Any student attending GTECH must comply with the Geneva City Code of Conduct as well as any additional requirements in the GTECH student employee manual. GTECH is a simulated workplace and may be more restrictive and include additional guidelines and/or alternate consequences.

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 the 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**

- 101** Distraction of other students – any behavior that alters the teaching process of the classroom or educational activity
- 102** Quarreling, minor harassment

- 103 Nonconformity to dress code
- 104 Minor misbehavior on a school bus
- 105 Inappropriate public display of affection
- 106 Eating or drinking in unauthorized areas
- 107 Locker abuse, incidental defacement, littering of school property
- 108 Possession of radio, tape player, cards, electronic games, distracting toys, 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
- 109 Sitting in parked vehicle before or after school and returning to vehicle during the school day without permission
- 110 Failure to follow specific instruction, Disobedience
- 111 General use of profane or obscene language
- 112 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
- 113 Unauthorized Searching – searching or browsing without authority on a computer any information contained or available through the use of the computer
- 114 Unauthorized possession of audio and/or video devices or other technological devices/materials: cell phones (GMS and Mulkey), headsets, iPods, etc., are not allowed during the school day. Students who commit audio/video violations may incur the following penalties:
  - 1<sup>st</sup> Offense: Device taken up from student and parent conference
  - 2<sup>nd</sup> Offense: Device taken up from student and (1) day In School Suspension
  - 3<sup>rd</sup> Offense: Device taken up from student and (1) day Out of School Suspension
  - 4<sup>th</sup> and subsequent offenses: Device taken up from student and (2-5) days Out of School Suspension
- 199 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**

- 201 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
- 202 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.
  - 1st Offense - 2 day ISS;
  - 2nd Offense - 3 days ISS; Saturday School(s)

- 3rd Offense - Suspension;
  - Law enforcement may be contacted for any offense.
- 203** Use of obscene behavior (verbal, written, gesture) toward another person
- 204** 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.)
- 205** 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.)
- 206** Refusal to give name or intentionally giving false information to authorized person
- 207** Written (electronic) or verbal proposition to engage in sexual acts
- 208** Use or possession of obscene and/or pornographic materials
- 209** Use of racial slurs and/or derogatory statements
- 210** \*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
- 211** Possession of stolen property
- 212** \*Vandalism/property damage – (Act 94-819) destruction of staff, student, or district property and equipment
- 213** Sexual misconduct – statements of profane connotation or harassment or any inappropriate touching of another person. This may result in disciplinary action as specified under Class III Offenses.
- 214** 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.
- 215** Unauthorized use of a password or an account owned or assigned to another user
- 216** 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
- 217** \*Harassing Communication (Act 79-471). A person commits the crime of harassing communications 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.
- 217** Possession of a small pocket knife on school campus
- 218** Truancy (Skipping School)
- 299** Any other violation which in the discretion of the principal may deem unreasonable 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 or Saturday School

**Second Offense:** Two days In-School suspension or Saturday School(s)

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

### **CLASS III OFFENSES**

- 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** Directing obscene or profane language to a school board employee
- 304** 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
- 305** \*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)
- 306** \*Assault upon a school board employee – (Act 94-794) (expulsion recommendation) the student:
- a. Intentionally causes physical injury to a school board employee, or
  - b. Recklessly causes physical injury to a school board employee, or
  - c. Recklessly, negligently or wantonly causes physical injury to a school board employee with a weapon or dangerous weapon, or
  - d. 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
  - e. Intentionally or recklessly assaults a school board employee.
- 307** \*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 a 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).



**Possession of a weapon requires a recommendation for expulsion based on violation of the policy on weapons.**

- 308** \*Bomb threats – any such communication which has the effect of interrupting the educational environment
- 309** **\*ANY THREAT DIRECTED TOWARD SCHOOL BOARD EMPLOYEES**
- 310** \*Sexual acts – sexual acts including, but not limited to, sexual harassment, intercourse, attempted rape, rape, or indecent exposure (see sexual harassment)
- 311** \*Aggravated assault – intentionally causing serious bodily harm, disability or permanent disfigurement, or the use of a deadly weapon
- 312** \*Inciting or participating in a major student disorder – leading, encouraging or assisting in major disruptions (including via electronic means) which may or may not have resulted in destruction or damage of private or public property or personal injury to participants or others
- 313** \*Unprovoked assault and/or attack on another individual
- 314** \*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
- 315** 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
- 316** Using a digital camera, cell phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures or video.
- 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**

Administrators may recommend any one or more of the following actions:

1. Minimum of 3 days suspension
2. \*Minimum of 3 days suspension with petition to juvenile court
3. \*Minimum of 3 days suspension w/recommendation to Geneva City School Board for expulsion hearing
4. Minimum of 3 days suspension w/restitution by parents/guardians of the student

**\* Students must attend Saturday School(s) in order to make-up work for the suspension.**

**\* Students may be suspended pending court/board action for a minimum of 3 days, but no more than 10 days.**

**(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 during school hours. 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/her 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/her designee may, after investigation, immediately call the authorities. Juvenile probation may also be called for pickup authorization. After obtaining the facts related to the incident 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, if worn, must be fastened. Pants/shorts must be fastened and worn 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. Students wearing leggings, jeggings, tights or similar garments 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; shorts/dresses/skirts above mid-thigh are not allowed, including soffe-type shorts, Nike dri-fit type shorts, etc.; tank or strapless tops, spaghetti straps or basketball jersey type shirts; pajamas, house/bedroom slippers, tight fitting jogging suits or leotards; clothing with inappropriate and/or controversial printing or pictures (including profanity; no alcohol or tobacco advertisements or promotion of prohibited drugs); inappropriately slashed clothing (holes above mid-thigh) skin must be covered; non-prescriptive sunglasses; hats indoors; hoodies covering the head, toboggans, bandanas, or masks, i.e. Halloween or decorative; any jewelry that appears to pose a threat or that may be harmful or hazardous (i.e. – studded or spiked bracelets and necklaces); blankets or any attire, symbol, extra accessories or

ornaments not listed that might encourage student distraction or 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 a 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 is 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 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/After-School Detention or Saturday School**

The principal or designee has the authority to assign students to a designated area (detention hall) on campus before or after school, or Saturday 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 or his/her designee at each 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 unexcused absences but will not be counted as truancy for reporting to the attendance officer. Students can only make-up work/assessments missed during a suspension in Saturday School. Students may not participate in any school curricular, co-curricular, or 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 readmission 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.

### **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 and their parents must 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 assaults 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 7:15 a.m. Elementary students should report to their classroom. Middle school and high school students should report directly to their assigned homeroom. GMS and Mulkey students who choose to eat breakfast, will report to the cafeteria to pick up their breakfast and take it to their homeroom.

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

Students shall be assigned to classrooms by equally distributing by gender and race. Special parental requests 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 reassigned 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 Schools Bell Schedules**

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

7:15	All Faculty & Staff Are To Be Signed In and In Their Classrooms or on Duty
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 & 1 <sup>st</sup> 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 Daycare Students Dismissed
3:15	Faculty and Staff Dismissed

### **Geneva Middle School**

7:15	School Opens to Students/Teachers on Duty
7:40	Warning Bell
7:45 - 7:50	Homeroom
7:53 - 8:50	1 <sup>st</sup> period
8:50 - 9:02	Break (6th Grade Only)
9:05 - 10:02	2nd period (6th Grade Only)
8:53 - 9:50	2nd period (7th & 8th Grade Only)
9:50 - 10:02	Break (7th & 8th Grade Only)
10:05 - 11:02	3 <sup>rd</sup> period
11:05 - 12:26	4 <sup>th</sup> period (Lunch)
12:29 - 1:26	5 <sup>th</sup> period
1:29 - 2:26	6 <sup>th</sup> period
2:29 - 2:53	Intervention
3:15 -	Faculty and Staff Dismissed

### **Geneva High School**

7:15	School Opens to Students/Teachers on Duty
	<i>***All students should report DIRECTLY to their homeroom each morning. If the student will be eating breakfast, they will eat breakfast in the cafeteria.</i>
7:40	Warning Bell
7:45 – 8:45	1st Period
8:48 – 9:40	2nd Period
9:40 – 9:52	BREAK
9:55 – 10:47	3rd Period
10:51 – 11:43	4th Period
11:46 – 1:02	5th Period (with 22 minutes for lunch)
1:06 – 1:58	6th Period
2:02 – 2:54	7th Period
3:15 -	Faculty and Staff Dismissed

### **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 main office for an 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 being late.
3. A student who is counted absent from school (**without an administrative excuse**) for the entire school day **cannot participate in any school activity scheduled for that day. In order to be counted present the student must check in prior to 11:20 and be present the rest of the day OR the student must check out after 11:20 and have been present that morning.**
4. Excessive period absences will result in Saturday School to account for the lost instruction.

5. 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 high school student may be allowed to check out up to **five (5) times per semester** with the written consent of parent/guardian and the advanced approval of an administrator prior to the beginning of school. Subsequent check outs without a doctor's excuse will be considered **unexcused**.
2. Excessive period absences will result in Saturday School to account for the lost instruction.
3. 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 a photo ID.
4. Under no circumstances may a student leave campus without the approval of the principal or his/her designee.

## **GENERAL CAMPUS LIFE INFORMATION**

### **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 unless the child is in danger or is being harmed.

### **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 (in GMS). Ask to leave class for 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 (GMS). 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 \$10.00/locker. (Geneva Middle School has large and small lockers. Small lockers may be rented at a cost of \$5.00/locker.) Each locker has an installed combination lock for the security of your belongings. 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 the school day. 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 a receipt will be provided.

### **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/her 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 a field trip will be attended to at the time of the incident, and parents will be notified upon returning to the school. Disciplinary actions may result in loss of field trip privileges for the remainder of the school year. 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 ensure 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 the right side of the 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**

Students driving motor vehicles to the Geneva High School campus are **required** to park in the designated areas for students.

Student parking in the following areas is strictly prohibited and is subject to a parking citation: areas reserved for faculty; areas reserved for visitors, areas reserved for handicapped (unless the vehicle has the appropriate decal), the bus loading area, the community center parking lot, the recreation department offices, the football field house, and the campus property including the grassed area around the career technical building.

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 being towed at the owner's expense.**

Parking permits for all vehicles must be obtained from the office for **\$10.00 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 students' 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, Honor Society, Science Fairs, Mulkey Melodies, Mulkey Mornings, other academic clubs, Career Tech Student Organizations, volleyball, football, baseball, basketball, softball, track, golf, cheerleading, cross country, bass fishing team, and band. Some organizations have dues as well as academic and election restrictions to be a member. All students are encouraged to participate in one or more extracurricular activities.

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

Mulkey has several activities, some of which are: Student Government Association, Mulkey Melodies (must tryout), Mulkey Mornings Broadcast (must tryout), and 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 in one academic year.
- 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. Students must be on track for earning an Advanced Diploma.
  - B. Students must earn a 90 overall yearly average in all core classes.
  - C. Students must not have any C's, D's, or F's in any class.
  - D. Students 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, must include:

1. Advanced level English in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades as long as courses are offered.
  2. Algebra I completed in 8<sup>th</sup> grade or Algebra I or equivalent completed by the end of 9<sup>th</sup> grade.
  3. Advanced Geometry completed by the end of the 10<sup>th</sup> grade.
  4. Algebra II w/ Stats completed by the end of the 11<sup>th</sup> grade.
  5. Pre-Calculus completed by the end of the 12<sup>th</sup> grade.
  6. Adv. Biology and two advanced level science courses (Adv. Chemistry, AP Biology, Physics, etc.) completed by the end of the 12<sup>th</sup> grade.
  7. Advanced level History in 10<sup>th</sup> and 11<sup>th</sup> grades as long as courses are offered.
  8. Advanced/AP/Dual Enrollment level Government and Economics completed by the end of 12<sup>th</sup> grade.
- B. Active members must maintain an A/B grade status in all courses.
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 members earn a D or F during a 9-week grading period or semester.
  2. He or she is assigned to ISS two times in one year.
  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 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 -- \$0.15/day, regular books -- \$0.10/day, magazines -- \$0.15/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 -- \$0.10/page, color -- \$0.25/page. Students are responsible for all copies that they print. Current digital copy charges: \$0.10/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 viruses 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 also available to all students. Breakfast is served from: 7:20 to 7:40 a.m. Reduced price breakfast is \$0.30 and full price breakfast is \$1.00.

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 4<sup>th</sup> period teacher; and GHS students with their 5<sup>th</sup> period 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 lunch from home. Lunches **ARE NOT** allowed to be delivered to students throughout the school day. Food and drinks may not be carried from the lunchroom.

Lunch prices are as follows:

- \$2.25 per day; \$11.25 per week
- \$3.25 per day for visitors
- \$3.00 per day for teachers

Some students may qualify to eat free or at a reduced (\$0.40 per day) price. Applications for these meals will be made available to every student. **The 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.

### **Geneva City Schools Charged Meal Policy**

It is the desire of the Geneva City Schools Child Nutrition Program (CNP) to provide access to healthy meals for all students. Recognizing that children may occasionally forget or lose meal money, a program to permit occasional and reasonable charges for meal costs will be implemented. As unpaid meal charges are not an allowable expense for the Child Nutrition Fund, a system shall be maintained to monitor, contact, and reimburse the CNP for any unpaid meal charges.

### **Geneva City Schools Charged Meal Procedure**

Students who do not have sufficient funds to pay for a meal (full or reduced) are permitted to charge the cost of the meal (no charges can be applied to anything other than the basic meal.) A record of the charge is kept by the manager or cashier. The cost of the meal is covered by funds from the local school's office. When the student repays the debt, the money is returned to the school's account. Habitual use by students is monitored and tracked. Parents of students who frequently charge meals may be contacted to determine if they require assistance for meal costs, such as sending home another application for free/reduced price meals.

**GCS FACULTY AND STAFF**  
**GENEVA CITY BOARD OF EDUCATION**  
**511 PANTHER DRIVE**  
**GENEVA, ALABAMA 36340**  
**TELEPHONE—334-684-1090**

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

**Geneva City Schools Administration & Staff**

Mr. Ron Snell	Superintendent
Mrs. Erica Wright	Federal Programs/Special Education Coordinator
Mr. Heath McInnis	Child Nutrition/Transportation/School Safety/Maintenance
Mr. Ricky Nickolson	Technology Coordinator
Mrs. Stacy Smithart	School Psychometrist
Mrs. Wendy Metz	Career Tech Director
Mrs. Kim Gillespie	Chief School Financial Officer
Mrs. Christi Bynum	GCS Superintendent's Secretary
Mrs. Pat Lewis	CNP/Federal Programs/Transportation Secretary

**Geneva High School—505 Panther Drive, Geneva, AL 36340**

**334-684-9379**

Mr. Michael Crews	Principal
Mr. Brent Johnson	Assistant Principal

**Geneva Middle School—501 Panther Drive, Geneva, AL 36340**

**334-684-6431**

Mr. Gerid White	Principal
Mr. Donnie Smith	Assistant Principal

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

**334-684-2294**

Mrs. Jami Seay	Principal
Mr. Brent Justice	Assistant Principal

**Geneva City Schools Maintenance Department, 511 Panther Drive, Geneva, AL 36340**

**334-684-1090**

Mr. Keith Brinley	Maintenance/Grounds
Mr. Todd Green	Maintenance/Athletics
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	22-2 (Duck)
Mrs. Annette Fuller	19-1 (Monkey)
Mr. Johnny Trim	16-2 (Horse)
Mr. Joshua Ingram	19-2 (Elephant)
Mrs. Charisse Johnson	13-1 (Pig)
Mr. Gene Smith	18-1 (Shark)
Mr. Tony Thompson	12-1 (Bird)
Mrs. Lynn Watkins	21-1
Mr. Jerry Gay	12-2 (Lion)



Mr. Rocky Motley  
Mr. Darron Adkison

Utility Driver  
Bus Maintenance

**James A. Mulkey Elementary School Faculty and Staff**  
**800 W Meadow Avenue**  
**Geneva, AL 36340**

**Administration and Office Staff**

Jami Seay	Principal
Brent Justice	Assistant Principal
Brittany Parrish	Guidance Counselor
Samantha Bilbrey	Secretary/Attendance Clerk
Michelle Cooley	Office Aide

**Faculty**

Kerry Commander	Pre-K
Kendra Culverhouse	Auxiliary Teacher, Pre-K
Patty Adams	Kindergarten
Emily Ammons	Kindergarten
Haley Bailey	Kindergarten
Meagan Childs	Kindergarten
Amanda Precise	Kindergarten
Shayla Finch	Kindergarten
Janet Pray	Aide, Kindergarten
Courtney Calhoun	1 <sup>st</sup> Grade
Christina Cook	1 <sup>st</sup> Grade
Allison Crews	1 <sup>st</sup> Grade
Aubrey Johnson	1 <sup>st</sup> Grade
Anna Thompson	1 <sup>st</sup> Grade
Hanna Waldner	1 <sup>st</sup> Grade
Amanda Commander	2 <sup>nd</sup> Grade
Ashley Hughes	2 <sup>nd</sup> Grade
Olivia Stacy	2 <sup>nd</sup> Grade
Abbie Kay Thompson	2 <sup>nd</sup> Grade
Nichole Williams	2 <sup>nd</sup> Grade
Kayla Dunn	3 <sup>rd</sup> Grade
Kayla Free	3 <sup>rd</sup> Grade
Miranda Lamb	3 <sup>rd</sup> Grade
Loren McKnight	3 <sup>rd</sup> Grade
Hannah Tidwell	3 <sup>rd</sup> Grade
Mary Grace Caldwell	4 <sup>th</sup> Grade
Michelle Revels	4 <sup>th</sup> Grade
Susan Robinson	4 <sup>th</sup> Grade
LoriAnne Skidmore	4 <sup>th</sup> Grade
Tanya Smith	4 <sup>th</sup> Grade
Amanda Cain	5 <sup>th</sup> Grade
Abby Crews	5 <sup>th</sup> Grade
Jamelle Daniels	5 <sup>th</sup> Grade
Gerald Gay	5 <sup>th</sup> Grade
Mallory Mixon	5 <sup>th</sup> Grade

Dianne Hornsby	Reading Coach
Tammy Henderson	School-Based Mental Health Coordinator
Danny Bedsole	Educational Interventionist
Tammy Christy	Educational Interventionist
Lenett Engram	Educational Interventionist
Jan Sullivan	Educational Interventionist
Debra Wilks	Educational Interventionist
Missy Pate	School Nurse
Lauren McGainey	Special Education
Ally Roney	Special Education
Michele Sanders	Special Education
Anna Snell	Special Education
Kristin Windham	Special Education
Brandie Green	Aide, Special Education
Machell Hornsby	Aide, Special Education
Mona Green	Gifted Education
Jamel Harris	Physical Education
Daniel Hart	Physical Education
JoManda Johnson	Physical Education
Natalie Justice	Aide, Physical Education
Erica Martin	Media Specialist
Beth Brinley	Aide, Library
Kendra Blackerby	Custodian
Victoria Scott	Custodian
Krystal Seay	Manager, Lunchroom
Courtney Crawford	Lunchroom
Bonita Fussell	Lunchroom
Martha Vaughan	Lunchroom

**Geneva Middle School Faculty and Staff**  
**501 Panther Drive**  
**Geneva, AL 36340**

**Administration and Office Staff**

Gerid White	Principal
Donnie Smith	Vice-Principal
Casey Ward	Counselor
Cindy Staley	Secretary/Attendance Clerk

**Faculty**

Phillip Adcock	Band
Sherrie Aycock	Reading
Terry Aycock	Strength and Conditioning/PE
Danny Bedsole	Educational Interventionist
Angie Bennett	Media Specialist
Rich Bixby	Physical Education
Amy Brackin	Aide, Special Education
Michelle Cooley	Aide, Special Education
Lisa Cross	Full-Time Substitute Teacher
LyDonna Farris	Science

Kellie Fulford	Science
Mona Green	Gifted Education
Michelle Griffin	Mathematics
Nichole Hart	Aide, Special Education
Tammy Henderson	School-Based Mental Health Coordinator
Sherrie Holley	Special Education
Rodney Jackson	Physical Education
Melissa Kilpatrick	Special Education
Daniel Lamb	Mathematics
Jose Martinez	School Resource Officer
Terri McGowan	English
Cindy McInnis	Spanish
Quincella McIntyre	Custodian
Susan Moore	Educational Interventionist
Andrew Newton	Computer
Brynn Nix	Mathematics
Angel Pullum	English
David Rea	Science
Katrina Scobie	School Nurse
Christa Sheler	History
Carli Speigner	History
Brien Sullivan	History
Libby Wallace	English
Hannah Ward	Art

**Geneva High School Faculty and Staff**  
**505 Panther Drive**  
**Geneva, AL 36340**

**Administration and Office Staff**

Michael Crews	Principal
Brent Johnson	Vice-Principal
Jenny Bynum	Guidance Counselor
Jane Knowles	Bookkeeper
Jenna Gilmore	Secretarial Aide/Attendance Clerk

**Faculty**

Michele Adcock	Educational Interventionist
Phillip Adcock	Band/Music
Kevin Ammons	History
Danny Bedsole	Educational Interventionist
Hollie Bedsole	Science
Ashley Bell	Career Prep/Strength & Conditioning
Cathy Bennett	Educational Interventionist
Leah Brinley	Full-Time Substitute
Amber Collins	English
Cheri Cox	Science
Nikki Dyess	Career Coach
Paige Fountain	English
Nancy Galloway	Family & Consumer Science

Wes Garner	Mathematics
Floyd Graham	History
Tammy Henderson	School-Based Mental Health Coordinator
Jennifer Hoffman	Science
Rodney Jackson	Physical Education
Debbie Johnson	Media Specialist
Jose Martinez	School Resource Officer
Wendy Metz	Computer Science/Career Tech/COOP
Cyndi Mitchum	School Nurse
Susan Moore	Educational Interventionist
Carri Parish	Mathematics
Casey Robinson	Special Education
Les Sanders	Physical Education/Driver's Education
Kim Seay	Mathematics
Freida Sellers	Custodian
Ryan Tidwell	History
Beth Turner	Aide, Special Education
Tyisha Tyrues	Custodian
Michael Vann	Agriscience
Hannah Ward	Art
Jamie Weeks	English
Ashton Williams	Special Education
Chance Williams	History/Health/Physical Education
Dana Wyatt	Special Education
Teresa Kunkle	Lunchroom Manager
Tammy Beagles	Lunchroom
Teresa Nelson	Lunchroom
Sheila Pate	Lunchroom
Gennia Smith	Lunchroom

# GENERAL SCHOOL INFORMATION

## Emergency Drills

We conduct severe weather, fire, and lock down drills regularly to teach 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 a 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:

## Social Media Sites:

**Facebook** (Geneva City Schools, Geneva High School, James A. Mulkey Elementary School.)

**Twitter** - @GenevaALSchools

**Radio:**

WOOF (Dothan) - dial 99.7 FM

WTVY (Dothan) – dial 95.5 FM

**Television:**

WTVY

WDHN

WSFA/FOX 34

**Grievance Procedure**

Complaints concerning any phase of the school program should be made in the following order:

1. with the Teacher
2. with the Principal
3. with the Superintendent
4. 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, headphones, 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 the storing of personal items during P.E.**

**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.

**Communication Device Policy**

**A. Mulkey Elementary and Geneva Middle Cell Phone Policy** — If a student's cell phone is visible or causes a disruption in the school day, it will be confiscated. Parents will have to come and pick the phone up from an administrator at the school. Violations may result in ISS or off-campus suspension (Please refer to Code of Conduct 114).

**B. Geneva High School Cell Phone Policy including AirPods**

Students are allowed to have cell phones in their possession during the school day at Geneva High School. Students may use cell phones before school, during break, and in the lunchroom at lunch, excluding making phone calls. The use of cell phones is prohibited in the bathrooms, hallways, and the classroom unless the classroom teacher utilizes the device as a teaching tool

or in a class activity. When items are confiscated by a Geneva City Schools employee, the school system is not held responsible for lost or stolen items. Parents will have to come and pick the phone up from the office if confiscated for the misuse of the Communication Device Policy.

### **Potential Consequences**

- 1<sup>st</sup> Offense - Corporal Punishment or Detention
- 2<sup>nd</sup> Offense - 1 day ISS
- 3<sup>rd</sup> Offense - 2 days ISS or Saturday School
- 4<sup>th</sup> Offense - Saturday School(s)
- 5<sup>th</sup> Offense - Out of School Suspension

Use of social media (Instagram, Facebook, etc.), any type of videoing, recording, test security violation, and other use deemed unacceptable by the principal will result in confiscation of the device and loss of cell phone privileges for the remainder of the semester.

### **Administrative discretion will occur when technology devices are misused for incidents that involve Class II or III Offenses.**

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. Mulkey Elementary School and Geneva Middle School 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.). Teachers have the discretion to have students remove watches of any type during class, i.e. test taking.

## **OFFICE INFORMATION**

### **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 upon 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 composed 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.

### **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 School Nurse at 334-684-9379, Katrina Scobie, Geneva Middle School Nurse, at 334-684-6431, or Missy Pate, Mulkey Elementary School Nurse at 334-684-2294.

### **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 freshmen living in dormitories also have an increased risk of getting the disease. The disease is spread through the 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 bloodstream where they 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 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 absent 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 in the previous section). 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 the 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 to school a weapon-firearm as herein defined, 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 fixtures or facilities provided for the students are property of the school district. Also, students are subject to searches by school officials with **reasonable suspicion**. School officials may conduct searches or use other detection devices within the facilities or on the school campus 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:** Use of the Geneva City Schools' network, internet, email addresses and system provided devices are a privilege, not a right. Geneva City Schools reserves the right to read and retain any electronic messages, files, or other communications transmitted via system provided network, devices, and/or email addresses.

### **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.

### **JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION POLICY**

#### **Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.**

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

#### **Section 2: Definitions**

In this policy, these terms shall have the following meanings:

(a) "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions 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 of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person 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 of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.
- (b) “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, the threat of assault, or assault.
- (c) “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
- (d) “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
- (e) “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (f) “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
- (g) “Student” as used in this policy means a person who is enrolled in Geneva City Schools.

**Common Forms of Bullying Please note that this is not intended to constitute an exhaustive list]**

- (a) Verbal Bullying** - Teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, other pervasive, or an ongoing pattern intended to intimidate, harass or shame a student
- (b) Social Bullying** - Exclusion – intentionally excluding a student, telling other students not to be friends with someone, spreading rumors about someone, embarrassing someone in public, or other pervasive, ongoing pattern intended to intimidate, harass or shame a student
- (c) Physical Bullying** – the victim’s personal boundaries are violated. Hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone’s things, making mean or rude hand gestures, or other pervasive, ongoing patterns intended to intimidate, harass or shame a student

**Section 3: Description of Behavior Expected 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 (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristics of the student that is identified in this policy.
- (b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions 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 student:

- Race
- Sex
- Religion
- National origin
- Disability

#### **Section 4: Consequences for Violations**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under the authority of this policy.

#### **Section 5: Reporting, Investigation, and Complaint Resolution Procedures**

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or 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 acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

#### **Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

#### **Section 7: 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 8: 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 should understand that they are 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.

### **FAMILY 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;
- 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 a request for access is received by Geneva City Schools.

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.

2. 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.



3. 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.]

4. 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 certified and teaching in the field.

## **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 content filtering and to help ensure that students use the Internet for educational purposes only. However, on the 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 students and staff members to report any unacceptable sites or behavior to the 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 is subject to 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 secrets. Violators will lose Internet privileges and will be subject to disciplinary action as deemed necessary.
2. Teachers and staff members will monitor all student usage of technology, the internet, and technology devices assigned to students.
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 VPNs, proxy servers, or other means designed to circumvent content filtering or website access restrictions will result in the loss of privileges of computer and network 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. School system issued email accounts are the property of the school system and are only to be used for approved educational purposes. They are not to be used by staff members or students to conduct any personal business, and upon employee termination, resignation or release, and upon student withdrawal, expulsion or graduation, their email accounts will be removed from the Geneva City Schools email system. Electronic mail is not guaranteed to be private.
  - b. 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. Do not use the network or Internet in such a way that you would disrupt the use of either for other users.
  - e. 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.
  - f. Hacking into other computers, illegal use of others' passwords and disruption of other computers or networks is forbidden.
  - g. Any attempt to circumvent existing filtering or blocking software, i.e. using proxy or VPN connections, is strictly forbidden. If any educationally beneficial website is blocked, a teacher or student may request it be unblocked.
6. 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.
7. 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 onto 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.
8. 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, password sniffing or cracking programs or systems, or the like.
9. Anyone connecting any unauthorized device to the network via the 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. Any discovered unauthorized device is subject to seizure and may not be returned.
10. Cyberbullying is not allowed and will not be tolerated. Staff will inform and educate students in appropriate networking behavior and cyberbullying prevention at least once a year. Examples of cyberbullying include, but are not limited to, the following:
  - a. Using inappropriate language in any message or form of message communicated through the Geneva City Schools' Internet system, including but not limited to public messages, private messages, and material posted on web pages.
  - b. Using obscene, profane, lewd, vulgar, inflammatory, threatening, or disrespectful language.

- c. Posting information, comments, or other forms of communication that could cause damage or disruption.
- d. Engaging in personal attacks, including prejudicial or discriminatory attacks.
- e. Harassing another person. Harassment is 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.
- f. Knowingly or recklessly posting false or defamatory information about a person or organization.

**Students and 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, and school disciplinary action and/or appropriate legal action may be taken.

## **School Compacts**

### **JAMES A. MULKEY ELEMENTARY SCHOOL SCHOOL-PARENT COMPACT**

*James A. Mulkey Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (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 the school year of 2021-2022.*

#### **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 certified and teaching in-field 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.*

- 2. 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*

- 3. 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.*

- 4. 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.

**5. 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.*

**6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

*The teachers will hold conferences during their planning periods; however, other times are available when needed for the parents. Forms can be provided in multiple languages to meet the needs of parents.*

**Parent Responsibilities**

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

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the 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 Every Student Succeeds Act of 2015 (ESSA) (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 compact is in effect during the school year of 2021-2022.*

## **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 certified and teaching in-field 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.*

- 2. 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*

- 3. 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.*

- 4. 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.*

- 5. 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, helping 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 Sports Boosters 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.*

- 6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

*The teachers will hold conferences during their planning periods; however, other times are available when needed for the parents. Forms can be provided in multiple languages to meet the needs of parents.*

## **Parent Responsibilities**

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

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the 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 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.*

### **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 distractors 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.

# APPENDICES



# INTERNET USE AGREEMENT SIGNATURE PAGE

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

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

**Parent or Guardian:** As the parent or guardian of this student, I have read the **Internet Use Agreement** information found on page 58-60. 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's Signature:**

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

As you may know, our school system has a website that can be accessed through **[www.genevacityschools.com](http://www.genevacityschools.com)**. We post photos of our students involved in various activities on our website, social media sites, as well as the news outlets. In addition, we will record teachers doing lessons for students to review at home. 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, social media sites, and/ or news outlets.

No, I do not give permission for my child to be photographed for the school's website, social media sites and/or news outlets.

**Parent/Guardian's Signature**

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

## **JAMES A. MULKEY ELEMENTARY SCHOOL SCHOOL-PARENT COMPACT**

*James A. Mulkey Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (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 the school year of 2021-2022.*

### **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 certified and teaching in-field 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.*

- 2. 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*

- 3. 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.*

- 4. 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.*

- 5. 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.

**6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

*The teachers will hold conferences during their planning periods; however, other times are available when needed for the parents. Forms can be provided in multiple languages to meet the needs of parents.*

**Parent Responsibilities**

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

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the 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.

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**Student's Signature**

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**Date**

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**Parent's Signature**

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**Date**

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**School Representative's Signature**

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**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 Every Student Succeeds Act of 2015 (ESSA) (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 compact is in effect during the school year of 2021-2022.*

### **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 to 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 certified and teaching in-field 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.*

- 2. 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*

- 3. 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.*

- 4. 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.*

- 5. 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 Sports Booster 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.*

**6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

*The teachers will hold conferences during their planning periods; however, other times are available when needed for the parents. Forms can be provided in multiple languages to meet the needs of parents.*

**Parent Responsibilities**

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

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the 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.

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**Student’s Signature**

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**Date**

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**Parent’s Signature**

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**Date**

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**School Representative’s Signature**

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**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 # \_\_\_\_\_

Bus# (Mornings) \_\_\_\_\_ Driver \_\_\_\_\_

Bus# (Afternoon) \_\_\_\_\_ Driver \_\_\_\_\_

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.

❖ **Riding a bus is a privilege and not a right.**

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## 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: \_\_\_\_\_

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**GENEVA CITY SCHOOLS  
BULLYING COMPLAINT FORM**

**School System:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**ID#:** \_\_\_\_\_

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

**INFRACTION REPORTED BY:** \_\_\_\_ STUDENT \_\_\_\_ PARENT/GUARDIAN

**Date of Incident:** \_\_\_\_\_

**Time Specific Location of Incident:** \_\_\_\_\_

**WRITTEN DESCRIPTION:**

**OTHER RELEVANT INFORMATION:**

The *Jamari Terrell Williams Student Bullying Prevention Act*, No. 2018-472, defines bullying as 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, cyberbullying or written, electronic, verbal, or 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 of personal characteristics contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

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

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***Student Signature***

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***Date***

OR

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***Parent/Guardian Signature***

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***Date***

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.