

CHAPTER 5.00 – STUDENTS

ADMITTANCE - ENROLLMENT REQUIREMENTS

5.10

- I. Any student who initially enrolls in the Geneva City School System shall be required to present certification of immunization as required by law.
 - A. Immunization shall be required for the prevention of those communicable diseases designated by the State Health Officer.
 - B. A transfer student and any student for whom the lack of a certificate of immunization is related to their residential, immigrant, or English-speaking status, may be granted thirty (30) school days to provide documentation of school-entry health examination and certificate of immunization record.
 - C. Exceptions may be granted as provided in Alabama statutes and federal law.
- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Geneva City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. Admission may be denied a resident student who is over seventeen (17) years of age and who has been expelled or otherwise removed from previous schools for violation of the rules of the school.
- IV. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to readmission to any Geneva City school, the disciplinary action would have to be completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.
- V. Resident Students
 - A. 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.
 - B. Children who are enrolled as Homeless, Migratory, or LEP pursuant to the requirements of the No Child Left Behind Act of 2001 and the McKinney-Vento Homeless Education Act of 2001, will be enrolled on probationary status. School district officials shall be diligent in verifying the true status of these students and in assisting parents/guardians in obtaining the otherwise required documents.

VI. Non-Resident Student Enrollment

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 Board of Education allows non-resident students to attend school in the Geneva City School System when all of the following are met:

1. Class size and space availability will not be jeopardized by additional enrollment.
2. A particular program has capacity availability.
3. Academic, behavioral, and attendance records are satisfactory.
4. The student has completed the Application of Non-Resident Admission.
5. The completion of a successful interview with the 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 the 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 the authority has been delegated. Temporary delegation of the 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).

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If a person's twenty-first (21st) birthday is on or before September second (2nd) in any given school year, he/she shall not, with the exception of students enrolled in the school system's special education program, be admitted to a school within the school system without the written approval of the principal and Superintendent. A person applying for enrollment who would not be able to graduate before his or her twenty-second (22nd) birthday must have the written approval of the principal and the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 16-2A-7
16-30-1, 16-30-4, AAC §290-3-1-.02

HISTORY

ADOPTED: August 18, 2014
REVISED: January 25, 2018

CHAPTER 5.00 – STUDENTS

ADMISSION OF HOMELESS, MIGRATORY, IMMIGRANT AND ENGLISH LEARNERS

5.10.1

- I. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act, Plyler vs. Doe, 457 U.S. 202, (1982), Title VI of the Civil Rights Act of 1964, and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrants, immigrants, foster care and English learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Geneva City School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.
- II. Students who live in the attendance areas of Geneva City School System and who are homeless, migratory, immigrant, and/or English Learners shall not be prohibited from school attendance due to any of the following:
 - A. Lack of proof of residency
 - B. Lack of social security number
 - C. Lack of birth certificate
 - D. Lack of school records or transcripts
 - E. Lack of immunizations or health records
 - F. Guardianship or custody requirements
 - G. Transportation
 - H. Language barriers
 - I. Disabilities
- III. The Geneva City School System shall employ practices that increase the awareness of the homeless education program. The School System shall notify parents/guardians of homeless children and youth of available resources and shall assist them in accessing the resources. The Geneva City School System shall conduct an annual evaluation of its homeless education program to determine the effectiveness of the program. The School System will adjust practices and procedures as needed to improve the effectiveness of program implementation and student achievement.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 16-30-1, 16-30-3, 16-30-4, AAC 290-3-1-.02(7)(C)(D)
EVERY STUDENT SUCCEEDS ACT AND NO CHILD LEFT BEHIND ACT,
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS
ASSISTANCE ACT OF 2001**

HISTORY

**ADOPTED: August 18, 2014
REVISED: xxxxxxxx**

CHAPTER 5.00 – STUDENTS

ADMITTANCE/ENROLLMENT REQUIREMENTS

5.10.1

- I. Students may be enrolled in a Geneva City school by a parent or legal guardian who resides within the city limits of Geneva. Legal guardianship must be established according to Alabama law. Any student who enrolls in the Geneva City School System shall be required to present the following documents:
 - A. An official birth certificate;
 - B. Immunization as required for the prevention of those communicable diseases designated by the State Health Officer;
 - C. Two proofs of residency (such as copy of power bill, telephone bill, rent receipt, lease agreement, driver's license, etc) of the parent(s), legal custodian(s), or legal guardian(s); and,
 - D. Proof of guardianship or custody when warranted.

Exceptions may be granted as provided in Alabama statutes and federal law.

- II. The school principal shall determine grade placement of students from a private or non-public school or from home education based on state regulations and Geneva City Board of Education rules regarding transfer of credit as well as other factors including test data, age, and previous school records.
- III. A student may enroll in kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year. A student may enroll in first grade if he/she has attained the age of six (6) years on or before September 1 of the school year. An opinion of the Attorney General states in effect that under the common law one's age is computed by including the date of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose birthday falls on September 2 is entitled to attend public school at the opening of school for that year (kindergarten for those age five, and first grade for those age 6). A kindergarten or first grade child who transfers from a public school in another state shall be admitted under the same age requirements as established in the state where he/she previously attended school.
- IV. Admission may be denied a resident who is over seventeen (17) years of age and who has repeatedly been dismissed from previous schools for violation of the rules of the school with the exception of students who have a current IEP or 504 plan.
- V. When a student facing some type of disciplinary action is withdrawn from school prior to receiving the punishment, said student (and his/her parent/legal guardian) should be informed that prior to admission/readmission to any Geneva City school, the disciplinary action would have been completed. This includes any suspension, work assignment, or referral to the Superintendent or Board of Education for a hearing.

- VI. Non-resident students may be enrolled in the School System upon approval of a hardship transfer application made to the Superintendent.
- VII. Resident students are defined as those students whose parents or legal or legal guardians live within the jurisdiction of the Geneva City School System. All resident students of the school district shall be entitled to be admitted, subject to policy limitations and judicial constraints, to the Geneva City Schools. In addition, children of employees of the Geneva City Board of Education shall be allowed admission as resident students as long as their parents remain employed by the Geneva City Board of Education.
- VIII. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act, Plyler vs. Doe, 457 U.S. 202, (1982), Title VI of the Civil Rights Act of 1964, and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrants, immigrants, foster care and English learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Geneva City School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

Students who live in the attendance areas of Geneva City School System and who are homeless, migratory, immigrant, and/or English Learners shall not be prohibited from school attendance due to any of the following:

- A. Lack of proof of residency
 - B. Lack of social security number
 - C. Lack of birth certificate
 - D. Lack of school records or transcripts
 - E. Lack of immunizations or health records
 - F. Guardianship or custody requirements
 - G. Transportation
 - H. Language barriers
 - I. Disabilities
- IX. If a student desiring enrollment is identified as a homeless student, according to the definition as described in Title VII B of the McKinney-Vento Homeless Assistance Act, the homeless student shall be enrolled, eligible for free meals, and transportation needs will be determined. Enrollment of a homeless student shall not be denied or delayed due to any reason related to their homelessness.
 - X. The options for the placement of homeless students are (1) continued enrollment in the school attended prior to homelessness; or, (2) enrollment in any school that non-homeless students who live in the attendance area where the homeless student is presently living

are eligible to attend. The placement decision shall be made according to the best interest of the homeless student. Factors to be considered include family plans, educational services available, special programs, transportation, and length of stay in shelter facility. To the extent feasible, school administrators shall comply with any placement request made by a parent or guardian. A homeless student enrolled pursuant to these provisions shall not be denied services offered to other students in the school system.

- XI. Foster Care Students : In coordination with State and tribal child welfare agencies, a child in foster care may remain in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest.
- If it is not in the child's best interest to stay in his or her school of origin, the child can be immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
 - The new (enrolling) school will immediately contact the school of origin to obtain relevant academic and other records.
- XII. Resolution of Disputes: Enrollment of a homeless student shall not be denied pending resolution of a dispute. Any dispute concerning the Geneva City Schools providing a public education to a homeless individual, who may be eligible or designated as a homeless student, shall follow the following procedure:
- Upon receipt of a written complaint regarding eligibility, placement, or transportation, the parent or guardian shall be given notice of their right to review.
 - The Homeless Liaison shall be notified of the dispute by the Director of Attendance and/or the Transportation Department.
 - A resolution of the dispute will be facilitated by the Homeless Liaison in accordance with McKinney-Vento Act requirements as expeditiously as possible, but no later than ten (10) school days.
 - A written explanation of the decision shall be provided to the parent, guardian or unaccompanied youth by the Homeless Liaison, including a statement regarding the right to appeal to the Superintendent or Superintendent's designee.
 - In the event the dispute cannot be resolved at the school system level, the parent, guardian, or unaccompanied youth, may assist request a review of the dispute by the Alabama State Department of Education.
 - The homeless liaison for the Geneva City Schools, upon request by the parent, guardian, or unaccompanied youth, may assist in submitting the request for review to the Alabama State Department of Education.

REFERENCE(S):

**CODE OF ALABAMA
16-24-4, 16-30-1 to -4**

**EVERY STUDENT SUCCEEDS ACT AND NO CHILD LEFT BEHIND ACT,
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS
ASSISTANCE ACT OF 2001**

HISTORY

**ADOPTED: August 18, 2014
REVISED: August 21, 2017**

CHAPTER 5.00 – STUDENTS

AGE OF ADMISSION

5.11

Any child shall be eligible for admission to kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year.* However, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided

For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year.* Previous attendance in an out-of-state school into which a student was admitted on the basis of age requirement established by the state of residency shall be accepted as meeting the age requirement.

*An opinion of the Attorney General states in effect that under the common law one's age is computed by including the day of birth so that a given age is obtained the day before the birthday anniversary. Therefore, a child whose sixth birthday falls on September 2 is entitled to attend the public elementary schools at the opening of school for that school year. A child whose fifth birthday falls on September 2 is entitled to attend kindergarten.

REFERENCE(S):

**CODE OF ALABAMA
16-11-16, 16-28-3, AAC §290-5-1-.01(3)**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

STUDENT RIGHTS AND RESPONSIBILITIES

5.17

The Geneva City Board of Education possesses the responsibility to offer an education which shall be provided in an orderly, healthy atmosphere, both physical and emotional, and in which treatment of students is both firm and fair in all matters pertaining to school life.

Every student shall comply with all rules and regulations of both the State and the Board pertaining to pupil behavior. Codes of student conduct shall be based on maintaining within each school a proper atmosphere for learning. Codes of conduct shall be consistent with the policies of the Board, which in turn, shall be in full compliance with State and Federal provisions.

The Geneva City Board of Education shall make every effort to provide for the free expression of ideas by students unless this interferes with the educational process. No student shall have the right to interfere with the educational process of other students

All students shall be free to express their points of view in an orderly manner in keeping with democratic ideals. All students shall have the freedom to exercise the right of free speech and to protest deprivation thereof, through proper channels, providing that such protection does not interfere with the educational program of the School System or result in harm to other individuals.

All students shall have the responsibility to grant the same rights and responsibilities to other individuals, to develop tolerance for the view points or opinions of others, and to recognize the rights of other individuals to form or hold different points of view.

REFERENCE(S):

**CODE OF ALABAMA
16-1-14**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

STUDENT RELIGIOUS LIBERTIES AT SCHOOL

5.18

The Geneva City Board of Education does not discriminate against any student or parent on the basis of a religious viewpoint or religious expression in its public schools.

The Geneva City Board of Education possesses the responsibility to offer an education in which students are permitted religious expression in class assignments, coursework, artwork, and other written and oral assignments. Students shall not be penalized or rewarded on the basis of the religious views expressed in the schoolwork.

The Geneva City Board of Education shall offer students the freedom to organize religious groups and activities. Students may organize prayer groups, religious clubs, “see you at the pole” gatherings, or other religious gatherings to the same extent that students are permitted to organize other noncurricular student activities and groups.

Geneva City Board of Education reserves the right to disclaim school sponsorship of noncurricular groups and events in a manner that neither favors nor disfavors groups that meet to engage in prayer or religious speech.

Students may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression.

REFERENCE(S):

ALABAMA LEGISLATIVE ACT 2015-129

HISTORY

ADOPTED: April 18, 2016

CHAPTER 5.00 - STUDENTS

GRADUATION REQUIREMENTS

5.22

All students entering the 9th grade will be required to complete course requirements specified by the Alabama State Board of Education. The Geneva City Board of Education shall direct the Superintendent to produce a widely-disseminated publication which describes requirements for all diplomas and certificates awarded by the Geneva City Board of Education.

Publications describing graduation requirements for Geneva City students shall describe types of diplomas and endorsements, core course requirements, elective course offerings, and the process for earning weighted credit.

Beginning with the 9th grade class of the 2009-2010 school year, all students will have as their default diploma option the Advanced Academic Endorsement to the Alabama High School Diploma. Should a student and his/her parent or guardian determine that the Advanced Academic Endorsement is not appropriate for the student's educational needs, the parent or guardian may remove the student from the Advanced Academic Endorsement by meeting with the student's counselor and completing the Endorsement Change Request Form.

Effective for student entering the 9th grade in the 2009-2010 school year, all students are required to complete one on-line/technology enhanced course prior to graduation. Exceptions through IEPs shall be allowed for special education students.

Twenty-nine (29) units are required for graduation. Grade level assignments will be based on the following for all diplomas:

10 th grade	6 units
11 th grade	13 units
12 th grade	21 units and be a candidate for May graduation

Students pursuing the Alabama High School Advanced Diploma may take courses in mathematics and/or foreign language in the eighth (8th) grade.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC §290-3-1-.02(8)(a-e)**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES

5.23

The following criteria shall become effective in the 2013-2014 school year in determining who may be eligible for Valedictorian, Salutarian, and Honor Graduates in the Geneva City School System.

To be designated as an honor graduate, a student must

- Be pursuing the Alabama High school advanced diploma
- Maintain a cumulative numeric, weighted GPA of 92 or above on all course work earned in grades 9 through 12,
- Pass the minimum number of units required by the Alabama State Department of Education, and
- Pass all required state mandated testing.

The honor graduate with the highest cumulative weighted GPA will be designated as the valedictorian. The honor graduate with the second highest weighted GPA will be designated as salutarian. In case of a tie there may be Co-Valedictorians or Co-Salutariorians. The names of the Valedictorian and Salutarian shall be announced at the conclusion of the first semester.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

ADVANCED PLACEMENT COURSES

5.24

The Geneva City Board of Education seeks to offer as many Advanced Placement offerings as possible in order to provide a rigorous, college-level experience for students.

The Advanced Placement exam, as administered according to the guidelines of The College Board, may be taken in place of a final semester exam.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

STUDENT PROMOTION AND RETENTION

5.26

No student should be recommended for retention unless their case has been presented to the school's problem solving team. Any teacher recommending retention must document using intervention strategies and their results.

Grades K-5

The process of making decisions as to promotion and retention of elementary students should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s).

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible and no later than the beginning of the last grading period. In all cases, the decision of whether a student should be promoted or retained shall be made by the principal on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

Grades 6-8

Students enrolled in grades six (6) through eight (8) must not fail more than one academic core subjects to be promoted to the next grade. Successful participation in an approved summer school program after retention in a grade level may make the student eligible for promotion in the subsequent school year.

Grades 9-12

For students to be permitted to move to the next higher grade level, the following standards must be met:

9th to 10th Grade – students who have earned six (6) Carnegie units will be classified as tenth graders.

10th to 11th Grade - students who have earned 13 (13) Carnegie units will be classified as eleventh graders.

11th to 12th Grade – students who have earned twenty-one (21) Carnegie units, three of which must be English, will be classified as twelfth graders.

English Requirement – Grades 9-12

A student in grades 9-12 must make satisfactory progress by passing courses in a logical and sequential fashion. Example: ninth grade English before tenth grade English.

CHAPTER 5.00 - STUDENTS

Special Education Students

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

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.

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 characteristic 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.

Common Forms of Bullying

[Please note that this is not intended to constitute an exhaustive list]

Verbal Bullying

Teasing Name-calling Inappropriate sexual comments Taunting Threatening to cause harm Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Social Bullying

Exclusion – intentionally excluding a student Telling other students not to be friends with someone Spreading rumors about someone Embarrassing someone in public Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

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 Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Cyberbullying

Intimidating text messages or e-mails Rumors by email or social networking sites Embarrassing pictures and videos Trolling Other pervasive, ongoing pattern intended to intimidate, harass or shame a student

Helpful resources: “Best Practices in Bullying Prevention,” found at <http://stopbullyingnow.hrsa.gov>.

REFERENCE(S)

CODE OF ALABAMA
16-28B-1-5; LEGISLATIVE ACT 2018-472

HISTORY

ADOPTED: April 8, 2019

Attachment C: Bullying Complaint Form

Student Name: (Person alleging bullying) _____

School System: _____ **School Name:** _____

Grade: _____ **Date of Report:** _____

Student Name: (Person accused of bullying) _____

Basis of bullying: Please check the appropriate box(s)

Race _____ Sex _____ Religion _____ National Origin _____ Disability _____ Other _____

Infraction Reported By: Student _____ Parent/Guardian _____

Time Specific Location of Incident: _____

DESCRIPTION: Using the space below and/or additional attachments, describe the events and/or behaviors that are the subject of the complaint. Include as many details as is possible.

OTHER RELEVANT INFORMATION: Describe any action(s) you have taken to stop the bullying, as well as any other individuals that you may have talked to about these events.

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.

Student Signature

Date

OR

Parent/Guardian Signature

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.

CHAPTER 5.00 - STUDENTS

DUE PROCESS

5.29

The Geneva City Board of Education recognizes that observance of applicable substantive due process entails two basic considerations: (1) any objective sought relative to student governance must be legally defensible, e.g., based upon a rational or compelling state interest; and (2) the means taken to accomplish such objective must be within the constitutional limitations applicable to the in loco parentis position of school officials within the School District. To assure compliance with these two substantive aspects, the Board has approved the following guidelines as applicable to all policies, rules, and regulations.

1. Each local school policy, rule, or regulation shall specify its purpose as it relates to accomplishment of a legally defensible objective;
2. Each local regulation shall be based on a Board policy
3. All policies, rules, and regulations at any level shall be consistent with local, county, or city ordinances, statutes of the State of Alabama, administrative regulations of duly authorized agencies; e.g. State Board or State Department of Education.
4. Both policies of the Board and regulations designated by local school administrators shall be specific and precise.
5. No Board policies or local school codes of conduct shall deny any student his constitutional rights.
6. Discharge of administrative responsibilities and exercise of shall recognize applicable legal parameters placed upon the in loco parentis position of school officials.
7. Exercise of all authority by administrators, teachers or school officials, be capable of withstanding close judicial scrutiny relative to freedom from arbitrary, capricious, discriminatory, or otherwise illegal practices.
8. Students, parents, citizens, teachers, and administrators should be participants in developing local school codes of conduct.

Procedural due process within the School District shall relate primarily to the area of discipline and disciplinary measures, e.g., short-term suspension, long-term suspension, and expulsion.

The degree of procedural due process afforded in each of the above situations shall be dependent upon: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

1. The student shall be given oral or written notice of the charges against him;
2. The evidence against the student shall be explained to him; and

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3. The student shall be given an opportunity to present his own version of the facts concerning the charges.

When a student is facing possible long-term suspension (more than 10 days) or expulsion, the Board shall afford the student the following:

1. The right of a hearing before the Board of Education;
2. The right to be represented by counsel;
3. The opportunity for cross-examination of witnesses;
4. A written record at the hearing;
5. A written record of the decision; and
6. The right of appeal.

A school may not unilaterally expel, or cease the provision of educational services to a student with a disability whose education is governed by an individualized education plan (IEP).

REFERENCE(S):

CODE OF ALABAMA
16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

STUDENT CONDUCT AND SUPERVISION

5.30

All students enrolled in the Geneva City School System shall be subject to federal and state laws, regulations of the State Board of Education, the rules and policies of the Geneva City Board of Education and the Code of Student Conduct, and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on Geneva City Board of Education premises for school attendance and authorized activities.

- I. The principal or the principal's designated representative shall ensure that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff, bus driver, or other assigned supervisory staff shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
- III. The Geneva City Board of Education's authority and responsibility do not extend to students while they are being transported by private vehicles not affiliated with a school-sponsored activity or on school property.
- IV. The Code of Student Conduct and any revisions shall be approved and adopted by the Geneva City Board of Education. The Code of Student Conduct shall:
 - A. Be developed with input from Geneva City Board of Education members, appropriate grade level teachers, school personnel, school administrators, students, and parents.
 - B. State grounds for disciplinary action procedures and the rights of students.
 - C. Be distributed to all Geneva City School System teachers, school personnel, students, and students' parent(s)/legal guardian(s) at the beginning of each school year or upon enrollment.
 - D. Be filed in the Superintendent's office and in the office of the school principal.
- V. The Code of Student Conduct shall be discussed with students, parents and teachers at the beginning of each year. Students who enroll after the beginning of the school year shall be given an orientation to the Code of Student Conduct upon enrollment.
- VI. The principal shall use the Code of Student Conduct to familiarize students with Geneva City Board of Education rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he or she deems it necessary.

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REFERENCE(S):

**CODE OF ALABAMA
16-1-10, 16-1-14, 16-11-1 to -6, 16-11-9
AAC §290-3-1-.02**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

CORPORAL PUNISHMENT

5.30.1

In order to establish and maintain an educational climate conducive to learning, the Geneva City Board of Education permits reasonable corporal punishment (paddling) of students. If such punishment is required, it shall be administered only as a last resort, with extreme care, tact, and caution by the principal or his/her certificated designee according to the published Code of Student Conduct and the following stipulations:

- I. Corporal punishment shall not include more than three (3) licks (per infraction) administered to the buttocks. No other form of corporal punishment is permitted in Geneva City schools.
- II. Corporal punishment will be administered privately (not in the presence of the class or other students) and in the presence of another certified professional employee. Records of all corporal punishment shall be maintained by the principal.

REFERENCE(S) :

CODE OF ALABAMA

16-28A-1, 16-28A-2, 16-28A-3, 16-28A-5, 16-1-14

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

PHYSICAL RESTRAINT AND SECLUSION

5.30.2

A. Policy Purpose

1. The Geneva City School System acknowledges that maintaining a school environment conducive to school learning requires that the environment be orderly and safe. Accordingly, physical restraint of a student may sometimes be necessary in order to protect the student or other individuals.
2. The purpose of this policy is to ensure that physical restraint is administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm, and to prevent or minimize any harm to a student as a result of the use of physical restraint.
3. The Geneva City School System places an emphasis under this policy on the prevention and de-escalation of inappropriate behavior, which reduces the risk of injury to students and program staff, as well as the care, safety, and welfare of our students.

B. Definitions

1. **Physical restraint** is direct physical contact from an adult that prevents or significantly restricts a student's movement. The term physical restraint does not include mechanical restraint or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to a student in order to promote safety or to prevent self-injurious behavior; providing physical guidance or prompting to a student when teaching a skill; redirecting attention; providing guidance to a location; providing comfort; or providing limited physical contact as reasonably needed to prevent imminent destruction to school or another person's property.

2. **Chemical restraint** is any medication that is used to control violent physical behavior or to restrict the student's freedom of movement that is not a prescribed treatment for a medical or psychiatric condition of the student.
3. **Mechanical restraint** is the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation.
4. **Seclusion** is a procedure that isolates and confines the student in a separate, locked area until he or she is no longer an immediate danger to himself/herself or others. Seclusion occurs in a specifically constructed or designated room or space that is physically isolated from common areas and from which the student is physically prevented from leaving. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student; time-out as defined herein; in-school suspension; detention; or a student-requested break in a different location in the room or in a separate room.
5. **Time-out** is a behavioral intervention in which the student is temporarily removed from the learning activity. Time-out is appropriately used and is not seclusion when:
 - (a) The non-locking setting used for time-out is appropriately lighted, ventilated, and heated or cooled.
 - (b) The duration of the time-out is reasonable in light of the purpose of the time-out and the age of the child; however, each time-out should not exceed 45 minutes.

- (c) The student is reasonably monitored by an attending adult who is in reasonable physical proximity of the student and has sight of the student while in time-out.
- (d) The time-out space is free of objects that unreasonably expose the student or others to harm.

C. Prohibitions

1. The use of physical restraint is prohibited in the Geneva City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited when used as a form of discipline or punishment.
2. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress during the restraint. Any method of physical restraint in which physical pressure is applied to the student's body that restricts the flow of air into the student's lungs is prohibited in the Geneva City School System and its educational programs.
3. The use of chemical restraint is prohibited in the Geneva City School System and its educational programs.
4. The use of mechanical restraint is prohibited in the Geneva City School System and its educational programs.
5. The use of seclusion is prohibited in the Geneva City School System and its educational programs.

D. Requirements

1. Each local school's principal or his/her designee and each educational program of the School System that utilize physical restraint under this policy will provide staff with guidelines and procedural information regarding physical restraint and will arrange for the appropriate training of those designated staff members that may be called upon to physically restrain a student. This training of designated staff members shall be provided as a part of a program which addresses prevention and de-escalation techniques as well as positive behavioral intervention strategies. The training of designated staff members will be based on evidence-based techniques and strategies when possible. Each local school's principal or his/her designee or program coordinator shall be responsible for providing periodic reviews.
2. Each local school's principal or his/her designee and each educational program that utilize physical restraint will maintain written or electronic documentation on training provided at the local school regarding physical restraint and the list of participants in each training session. Records of such training will be made available to the Alabama Department of Education or any member of the public upon request.
3. Each local school's principal or his/her designee and each educational program that utilize physical restraint is responsible for generating and maintaining incident and debriefing reports of the use of restraint as well as reports of any prohibited use of seclusion and chemical, mechanical, or physical restraint at the local school and for gathering/reporting data to the Geneva City Board of Education and to the Alabama Department of Education annually. The use of physical restraint will be monitored by each local school's principal or his/her designee or program's coordinator on an on-going basis to ensure fidelity of implementation. Follow-up training will be provided following any situations in which procedures are not being followed.
4. Each local school's principal or his/her designee and each educational program that utilize physical restraint shall ensure that following an incident of restraint or seclusion of an student, all school personnel involved in the incident and appropriate administrative staff participate in a debriefing session for the purpose of planning to prevent or reduce the reoccurrence of the use of restraint. A student's parent or legal guardian will be provided notification of this debriefing session and afforded the

opportunity to attend or to request that the debriefing session be rescheduled. The debriefing session shall occur no later than five school days following the imposition of physical restraint or seclusion, unless the debriefing session is delayed, at the request of a student's parent or legal guardian, so that the parent or legal guardian may attend.

5. Each local school's principal or his/her designee and each educational program that utilize physical restraint will provide written notification to a student's parent or legal guardian when physical restraint is used on a student within a reasonable time following the restraint not to exceed one school day from the use of restraint.
6. Each local school's principal or his/her designee and each educational program will provide written notification to a student's parent or legal guardian when their child is removed from his/her school or program setting by emergency, medical, or law enforcement personnel within a reasonable time following the removal not to exceed one school day from the removal.
7. Each student's parent or legal guardian will be provided information regarding the school or program's policies governing the use of physical restraint. This information will be provided to parents at the beginning of each school year or upon the student's enrollment if the student enrolls after school has started. To effectuate this requirement, the School System's website and student handbook/code of conduct will contain the following statement:

As a part of the policies and procedures of the Geneva City School System, the use of physical restraint is prohibited in the Geneva City School System and its educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. Physical restraint is expressly prohibited when used as a form of discipline or punishment. The use of other physical restraint, chemical restraint, mechanical restraint, or seclusion is prohibited in the Geneva City School System and its educational programs.

The use of restraint may occur along with other emergency actions such as the school seeking assistance from law enforcement and/or emergency medical personnel which could result in a removal of the student by such personnel.

Significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after the restraint or removal of a student (and no longer than one school day following the occurrence), the parent or legal guardian will be provided written notification.

E. Clarifications

1. Nothing in this policy shall be construed to interfere with the School System's or school personnel's authority to utilize time-out as defined herein or to utilize any other classroom management technique or approach, including a student's removal from the classroom that is not specifically addressed as part of this policy.
2. Nothing in this policy modifies the rights of school personnel to use reasonable force as permitted under the Code of Alabama, 1975, §16-1-14 or modifies the rules and procedures governing discipline under the Code of Alabama, 1975, §16-28-12.
3. Nothing in this policy shall be construed to prohibit the School System's or school personnel's right to take reasonable action to diffuse or break up a student fight or altercation.
4. Nothing in this policy shall be construed to prohibit the School System or school personnel from taking reasonable action to obtain possession of a weapon or other dangerous objects on a student or within the control of a student.

5. Nothing in this policy shall be construed to eliminate or restrict the ability of school personnel to use his or her discretion in the use of physical restraint as provided in this policy to protect students or others from imminent harm or bodily injury.
6. Nothing in this policy shall be construed to create a criminal offense or a private cause of action against any local board of education or program or its agents or employees.
7. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel or to interfere with the rights the School System or school personnel from seeking assistance from law enforcement and/or emergency medical personnel.

REFERENCE(S):

CODE OF ALABAMA

16-28-12, 16-1-14, AAC§290-3-1-.02(1)(F)

HISTORY:

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

DETENTION, SEARCH, AND SEIZURE

5.31

- I. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Alabama statutes, Geneva City Board of Education, or a school's Code of Student Conduct.
- II. Desks, lockers and other equipment at school belong to the Geneva City Board of Education and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material, which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school, is contained therein.
- III. Students shall reasonably expect his or her person to be free from search in accordance with rights guaranteed by the U.S. Constitution. Therefore, any search of a student conducted by school officials shall be made only when reasonable belief that the student is in possession of weapons, stolen items, illegal drugs, or other items harmful to the safety of the student or others. Any search shall not be intended to embarrass, intimidate, or harass any student.
 - A. Geneva City School System officials shall be authorized to search a student and the student's property including vehicles under the following conditions:
 1. Reasonable suspicion for a search exists.
 2. The search must be conducted in privacy by a person of the same sex, if at all possible.
 3. A third person of the same sex must be present during the search, if at all possible.
 - B. Parents or legal guardians shall be notified if the search results in the identification of any illegal paraphernalia.
 - C. If a reasonable suspicion exists for a search of an individual student and the student does not agree to the search, school officials shall not search the student. The following procedure shall be followed:
 1. The student shall be retained in the presence of school officials under constant observation and supervision.
 2. Parents or legal guardians of the student shall be notified and requested to come to the school.

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3. Parents or legal guardians shall be informed of the situation and asked to search the student.
4. If parents or legal guardians refuse to cooperate with school officials, appropriate law enforcement authorities shall be notified and proper suspension or expulsion procedures shall be initiated.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-3-1-.02**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

USE OF VIDEO SURVEILLANCE EQUIPMENT

5.31.1

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Geneva City Board of Education may use surveillance equipment on properties owned and or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the Geneva City School System.

Equipment shall not be used where there is an expectation of privacy, i.e. bathrooms, gym/locker rooms, and private offices. Training shall be provided for authorized persons in the use, maintenance and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment. Equipment may be used in classrooms with the written request of the teacher or with the principal's approval.

Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only.

All Geneva City School System personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes. The Geneva City School System will take all necessary steps to lawfully protect the confidentiality of students and employees.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC §290-3-1-.02**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

USE OF METAL DETECTORS

5.31.2

In order to provide and maintain a safe and secure environment for students, school personnel and authorized visitors, the Geneva City Board of Education may employ the use of metal detectors. Prior to implementing the use of metal detectors, training shall be provided for authorized persons regarding the use, maintenance and storage of said equipment and on laws and procedures for conducting searches.

In implementing the use of metal detectors, the following guidelines will be followed:

1. All metal detector searches shall be conducted by school board employees only.
2. Any information obtained through the use of metal detectors will be used only for school disciplinary or law enforcement purposes.
3. The metal detectors will be used by authorized personnel at any time there is reasonable suspicion that the student being searched has violated or is violating a particular disciplinary rule or public law relating to the possession of weapons. Any search of a student's person as a result of activation of the detector will be conducted in accordance with the Board's policy on student searches.

Prior to implementing the use of metal detectors by authorized Geneva City Board of Education employees, this policy will be communicated to all affected school personnel, students, parents and the community at-large.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC §290-3-1-.02**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

INTERROGATIONS AND UNANNOUNCED VISITS BY LAW ENFORCEMENT

5.31.3

To provide and maintain a safe and secure environment for students, staff, and visitors, the Geneva City Board of Education supports the requirement of The Alabama Administrative Code, §290-030-010-.06, to permit law enforcement agencies to make periodic, unannounced visits to any school within the school system. Such visits shall be for the purpose of detecting the presence of illegal drugs or warrants. Such visits shall be unannounced except to the superintendent of schools and principals of the individual schools that are subject to the visitation. In accordance with The Code of Alabama, 16-1-24.1, the possession of illegal drugs, alcohol, or weapons will result in immediate suspension from school and possible criminal charges being brought against the student(s).

I. Visits and/or Interrogations by Public Officials

When the school principal, designee, or law enforcement agency has evidence or reasonable cause to believe that a crime has been committed on campus such as possession of illegal drugs or weapons--law enforcement officials, to include juvenile authorities--may be allowed or requested to come to the school to investigate the incident. Visits by law officials shall be coordinated through the principal or designee. There shall be no requirement to announce the visit of a law official to anyone except the building principal and Superintendent.

A. Interrogations

When law enforcement officers make it known that they wish to talk to a student while under supervision of the school, the following procedure will be used:

1. The student will be called to the office of the principal.
2. The principal shall attempt to notify the student's parent or guardian by telephone of the situation.
3. If the principal is able to contact the student's parent or guardian, the parent or guardian, upon consultation with the principal and student, shall determine whether or not the student is to be questioned by the law enforcement officer while under the jurisdiction of the school, and under what circumstances, i.e. in the presence, of the school principal or in the presence of the parent or guardian, etc.
4. If the principal is unable to contact the student's parent or guardian or if the parent or guardian is unable to come to the school within a reasonable amount of time, the principal shall permit the law enforcement official to talk with the student in the presence of the principal and or his/her designee.

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B. Arrest Warrants

In case an arrest warrant is presented by law enforcement officers, the school principal or designee shall make every effort to notify the parent or guardian of the student in question prior to the student's removal from the school premises.

III. Department of Human Services Officials

A. At the Request of School Officials

The school principal or designee may request personnel from the Department of Human Services to come to the school to assist in providing related services for students, provided at least one of the following criteria is met:

1. The student is an active client with the Department.
2. The student is in the legal custody of the Department.
3. The school principal or designee believes that the Department can provide services that will help the student.
4. There is evidence of child abuse/neglect or suspected child abuse/neglect.

B. At the Request of Human Services Officials

When Department of Human Services officials make it known they wish to talk with a student while under the supervision of the school, the principal or designee shall seek to determine if, 1) the visit relates to child abuse/neglect or 2) the Department has legal custody of the student. If so, the Human Services Official shall be permitted to talk with the student. If it is determined that the visit does not relate to child abuse/neglect or matters pertaining to rights granted to a custodian, the principal or designee shall advise the Human Services Official that any talks or questioning should be conducted while the student is at home and not under the supervision of the school.

REFERENCE(S):

**CODE OF ALABAMA
16-1-24.1, AAC §290-030-010-.06**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

USE OF CANINE LAW ENFORCEMENT

5.31.4

In order to maintain drug-free schools and deal with problems associated with drug use and drug trafficking, the Geneva City Board of Education allows law enforcement officials to make periodic, unannounced visits to any public school in the school system to detect the presence of illegal drugs or weapons. The superintendent and the principal shall be given prior notice.

In implementing the use of drug-sniffing dogs, the following guidelines will be followed:

1. Although reasonable suspicion is not necessary under the law in using dogs to sniff unoccupied automobiles, buses, and lockers, principals will use reasonable care in the search process.
2. Only the principal or designee with approval from the superintendent or designee shall implement the use of drug-sniffing dogs in schools.
3. In the search for drugs, drug-sniffing dogs will be handled by trained dog-handlers under the supervision of the principal or designee and an appropriate law enforcement official.
4. Dogs will not be allowed to sniff students or employees.
5. Dogs will not be brought into the school while large numbers of students are occupying the halls or other gathering places such as lobbies, buses, cafeterias, restrooms, and auditoriums.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC §290-3-1-.02**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

DEADLY WEAPONS

5.32

Possession of a deadly weapon on school property or on a school bus with the intention to do bodily harm is a Class C felony. All persons, other than authorized law enforcement personnel, are prohibited from bringing or possessing any deadly weapon or dangerous instrument on school property and specific penalties for students and school personnel who violate this policy, notwithstanding any criminal penalties, may also be imposed.

The Geneva City Board of Education authorizes the Superintendent or designee to immediately suspend any student found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by students on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

A student determined to have brought to school or have in his/her possession a firearm defined in Section 921 Title 18 of the U.S. Code in a school building, on school grounds, or at other school-sponsored functions shall be expelled for a period of not less than one (1) year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis.

The Geneva City Board of Education directs the Superintendent to provide the State Department of Education a description of the circumstances surrounding each expulsion pursuant to this policy. This description shall include:

1. The name of the school concerned;
2. The number of students expelled;
3. The types of weapons concerned.

No person found guilty of violating a weapons policy may be readmitted to the public schools of this state without psychiatric or psychological counseling and an accompanying report in writing to the Board that the person does not represent a threat to the safety of any student or employee of the school system.

Discipline of Geneva City School System students with disabilities who violate this deadly weapons policy shall be determined 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.

Any person who violates the provisions of this policy may be arrested on the appropriate warrant signed by the principal of the appropriate school.

If pursuant to an Geneva City Board of Education hearing, any person is found guilty of violating this policy, such person shall not be admitted to school until any criminal charges or offenses arising from such conduct have been disposed of by proper authorities, and such violator(s) have satisfied all other requirements imposed by the Board as a condition for readmission.

CHAPTER 5.00 – STUDENTS

REFERENCE(S):

**CODE OF ALABAMA
16-11-18, 16-1-24.3, AAC §290-3-1-.02**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

EXPULSION

5.33

- I. The school principal may recommend to the Superintendent, the expulsion of any student who has committed a serious breach of conduct according to the Code of Student Conduct.
- II. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
 - A. Written copy of the charges against the student;
 - B. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
 - C. The right to cross-examine witnesses;
 - D. The right to defend the student's actions;
 - E. Legal counsel at the student's expense to assist the student in presenting a defense; and
 - F. A written copy of the Geneva City Board of Education's findings or action.
- III. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct; however, the dismissal of an exceptional education student shall not result in a complete cessation of educational services. The Geneva City School System is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

REFERENCE(S):

**CODE OF ALABAMA
16-1-14**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

STUDENT CHECK-OUT

5.34

- I. No student shall be permitted to leave the Geneva City school grounds during the school day for school business/activities without the principal's/designee's prior approval or written consent from the student's parent(s)/legal guardian provided an acceptable reason is established.
- II. The principal or the designee shall establish definitely the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent/guardian having custody of the child, the principal or designee concerned shall not release the child without the verified authorization of the parent/guardian who has custody of the child.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

STUDENT GRIEVANCES

5.35

Whenever an Geneva City School System student believes that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided herein.

I. Definitions

- A. *Complaint* shall mean any alleged violation, misinterpretation or any inequitable application of any published policy, rule or regulation of the school system. *Complaint* shall not apply to any matter in which the method of review is prescribed by law. *Complaints* are objections to a specific act or condition.
- B. *Complainant* shall mean any student or group of students, directly affected by the alleged misinterpretation or violation, filing a complaint.
- C. *Faculty/Staff and Administration* shall mean the employees of the Geneva City Board of Education or representatives under the direct supervision of an employee of the school board.
- D. *Day* shall mean a school/academic day.

II. Time Limits – The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

III. Released Time – The complaint procedure will normally be carried out during non-instructional time. If, however, the Board elects to carry out provisions during instructional time, the complainant shall not lose academic credit.

IV. Complaint Procedure

- A. **Informal Discussion** – If a student believes there is a basis for complaint, he/she shall discuss the complaint with his/her principal or the designee of the principal, (except in cases of discrimination or harassment involving the principal or the designee), in which case the complainant shall report to the Superintendent or other person designated by the Superintendent) within five (5) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which thirty (30) days will be allowed.
- B. **Level One** – If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint in writing and deliver it to his/her principal or designee. The principal or designee shall communicate his/her answer in writing to the complainant within ten (10) days of receiving the written complaint. Class complaints involving more than one (1) principal or designee and complaints involving an administrator above the building level may be filed by the complainant at level two.

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- C. **Level Two** – If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. The Superintendent shall indicate his/her disposition in writing to the complainant within ten (10) days.
- D. **Board Appeal** – If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the Geneva City Board of Education, provided request for placement on Board agenda is filed within ten (10) days.
- V. Confidentiality will be provided to the extent possible to any student or affected party who alleges discrimination or harassment.

REFERENCE(S):

**CODE OF ALABAMA
16-1-30, 16-12-3(c)**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

STUDENT ATTENDANCE AND ABSENCES

5.40

Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensuring their proper behavior and attendance are subject to imprisonment under state law.

Excused/Unexcused Absences

If any child fails to attend school without a legal excuse for more than five (5) days that child and the person having custody of that child, shall be referred to the juvenile court. Absences are excused for the following reasons:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian.

Schoolwork missed due to excused absences may be made up and a grade shall be awarded. Students shall have three (3) days for each day of excused absences to complete and return make-up work. It is the responsibility of the student to request and return make-up work.

REFERENCE(S):

**CODE OF ALABAMA
16-28-12 to -15**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

COMPULSORY SCHOOL ATTENDANCE AGE

5.41

Every student residing in the area served by the Geneva City School System between the ages of six (6) and seventeen (17) years shall be required to attend a state-approved school for the entire length of the school term in every scholastic year. Every student must attend the entire length of each school term through the day preceding the seventeenth (17th) birthday. Students of school age not known to be enrolled in school shall be reported to proper authorities. An accurate record of attendance for each student shall be maintained by the classroom or homeroom teacher or other designated person.

REFERENCE(S):

**CODE OF ALABAMA
16-28-3, LEGISLATIVE ACT 2009-564**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

REVOCATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

5.42

In compliance with Alabama Code 16-28-40, the Geneva City Board of Education endorses the Alabama Department of Public Safety requirement of regular school attendance as a prerequisite for obtaining a driver's license or a learner's permit to operate a motor vehicle.

I. Requirements

School officials will verify enrollment status by completing Part I of the Student Enrollment/Exclusion Status form. Students who are age 17 - 19 who drop out of school will be reported to the Department of Public Safety, and their driver's license will be subject to revocation. The driver's license or learner's permit of any enrolled student who accumulates 10 or more consecutive absences or 15 or more cumulative unexcused absences in a given semester will be reported and will be subject to revocation.

II. Exemptions

Students who are suspended or expelled from school or imprisoned do not qualify for an exemption. However, students who are exempt from attending public school due to circumstances beyond the control of the student, as set out in Alabama Code 16-28-6, are exempt from the application of this policy. The Superintendent or his/her designee is the sole judge of whether or not the evidence presented satisfies legal requirements for exemption.

III. Appeal Process

The appeal of a decision regarding the enrollment status of a student shall be submitted to the local school. To appeal, the student shall submit to the school principal, within five (5) days of the issuance of enrollment status, written notification of intent to appeal, including a statement of reasons for the appeal. Except as otherwise provided herein, the appeal process shall follow the procedures stated in the Geneva City School System Student Attendance Policy

REFERENCE(S):

**CODE OF ALABAMA
16-28-40, AAC §290-3-1-7(1)
LEGISLATIVE ACT 93-386**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

TRUANCY

5.43

The Board shall not tolerate truancy or the habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School law and State Board of Education rules and regulations. If a student under seventeen (17) years of age becomes a truant, the parent or legal guardian of said student may be guilty of a misdemeanor before a court of competent jurisdiction and subject to punishment by law. Truancy is defined as being absent from school without the knowledge of the parent or school personnel.

If the parent or guardian files a written statement in court to the effect that he is unable to control such student, the student may then be subject to action of the juvenile court which will determine whether said student is a dependent, neglected, or delinquent child.

Reporting Truancies

School principals and other Geneva City Schools designated personnel shall investigate, record, and report truancies. Procedures for handling truancies shall be administered uniformly throughout the School system according to the early warning truancy prevention program. Consequences (legal and disciplinary) of truancy shall be governed by applicable juvenile court requirements, the laws of Alabama, and the policies of the school system.

The School System shall publish information to inform students, parents, and the community of school attendance requirements, definitions of truancy, consequences of truancy, and procedures related to excused and unexcused absences.

REFERENCE(S):

CODE OF ALABAMA
16-28-12, 16-28-14, 16-28-15, 16-28-17,
16-28-3, 16-26-16, LEGISLATIVE ACT 99-705

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

STUDENT INJURY

5.60

The following procedures shall be followed when a student is injured at an Geneva City school:

- I. First aid shall be administered by the nearest person with first aid training and 911 emergency will be called if the situation is threatening.
- II. The school shall attempt to notify the student's parent(s)/legal guardian immediately.
- III. A student shall be taken to the emergency room of a hospital when a threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
- IV. A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent or designee.
- V. An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

STUDENT ILLNESS

5.61

- I. The teacher, principal or nurse shall isolate a student who becomes ill while at an Geneva City school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.
- II. No internal medicine of any kind may be given to a student without the written permission of the parent(s)/legal guardian(s) following guidelines provided in Policy 5.62 Administration of Medication.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

ADMINISTRATION OF MEDICATION

5.62

- I. Each Geneva City School System principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the registered nurse.
- II. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. Administration of non-prescription medication during school hours is discouraged unless necessary for a student's illness.
- III. Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist. Written instructions on using non-prescription medication shall be provided by the student's parent(s)/legal guardian.
- IV. All prescription medications shall be delivered to the office/clinic with the following information provided:
 - A. Diagnosis;
 - B. Name and purpose of medication;
 - C. Time the medication is to be given;
 - D. Specific instructions on the administration of the medication;
 - E. Approximate duration of medication;
 - F. Beginning date – Ending date;
 - G. Allergies;
 - H. Side effects;
 - I. A note signed by the student's parent(s)/legal guardian to grant permission for administering the prescription medication;

Medication shall be counted with two (2) persons signing.

- V. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
- VI. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized Geneva City School System staff who administer said medication shall have access to it.
- VII. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

EYE PROTECTION DEVICES

5.64

Some instructional programs require the use of eye protection devices. The principal shall direct such teachers to continuously follow procedures without exceptions.

- I. The Geneva City Board of Education shall provide protective devices for Board employees, students, and visitors in situations where eye protection is necessary.
- II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities where eye protection is needed. The student's failure or refusal to wear the device shall be cause for his/her suspension or dismissal from the course.
- III. Any Geneva City School System employee who fails to carry out the provisions of this policy shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

REFERENCE(S):

**CODE OF ALABAMA
16-1-7, 16-11-9, AAC §290-3-1-.02(A)**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

5.68

In order to maintain the health and safety of all Geneva City School students and employees, the following policy is adopted by the Board with appropriate training and procedures to be delivered to school system personnel.

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing and showing no signs of circulation, such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

An AED will be maintained on the premises of each school in the Geneva City School System. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. AED units at elementary schools shall have adult pads/electrodes and child pads/electrodes. The lead school nurse will be responsible for coordinating the AED program and communicating with the medical director for revision of this policy as needed.

- I. The medical advisor of the AED program shall be a licensed physician selected by the Superintendent. The medical advisor will be responsible for providing medical direction, writing prescriptions for AEDs, reviewing/approving guidelines for emergency procedures related to cardio-pulmonary resuscitation (CPR) and use of AEDs, and evaluation of post-event review forms.
- II. The lead nurse for the School System shall train personnel in the use of AED equipment and appropriate emergency medical procedures. The lead nurse shall maintain appropriate reporting procedures and record-keeping to monitor personnel training, use of AED equipment and response to medical emergencies.
- III. All equipment and accessories necessary for support of crisis management response shall be maintained in a state of readiness.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, LEGISLATIVE ACT 2009-754**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

STUDENT RECORDS

5.70

Geneva City Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Acts and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

REFERENCE(S):

CODE OF ALABAMA

63-1-3, 16-1-4

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

DIRECTORY INFORMATION

5.71

Students' parent(s)/legal guardian(s) shall be notified annually that the Geneva City Board of Education may release "directory information" to the general public.

- I. Directory information may include the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Participation in officially recognized activities and sports;
 - E. Weight and height, if an athletic team member;
 - F. Name of the most recent school or program attended;
 - G. Dates of attendance at schools in the system and degrees and awards received.
- II. Information described in subsections I.A., D., E., F., and G. herein may be published routinely by the Geneva City Board of Education in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- III. Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information.

REFERENCE(S):

**CODE OF ALABAMA
FAMILY EDUCATIONAL RIGHTS AND PRIVACY
ACT OF 1974, SECTION 99.37**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

PARENTAL NOTIFICATION

5.72

In accordance with Title 1 of the No Child Left Behind (NCLB) Act of 2001, parents may request information regarding the professional qualifications of their child's classroom teacher(s) or the qualification of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessment. This Right-To-Know applies to any and all schools receiving Title 1 funds. For that information, send written requests to the principal or the system Human Resources Coordinator.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-1-4-.01, §290-3-1-.02
NO CHILD LEFT BEHIND ACT OF 2001**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 STUDENTS

PARENT INVOLVEMENT

5.73

It shall be the policy of the Geneva City Board of Education to promote the active involvement of parents in their child's education through two-way and meaningful communication as well as other school and system wide activities designed to:

1. Ensure that parents play an integral role in their child's learning; promote family literacy and parenting skills.
2. Ensure that parents are included, as appropriate, in decision-making and serve on advisory committees that promote parent input into the process of program review, planning, and improvement.
3. Assist parents in helping their child meet challenging state and local student content standards and achievement standards.
4. Assist schools in planning and implementing effective parent involvement activities.
5. Involve parents in the annual evaluation and possible revision of the content and effectiveness of the Parent Involvement Policy in improving the quality of the systems schools.

It is the policy of this School Board that all provisions of No Child Left Behind Act of 2001 and the regulations are adhered to in all of our schools. This includes the provisions that involve parent involvement, parent's right-to-know, and parental notification. It also includes involving parents in an organized, ongoing, and timely way, in the planning, review, and improvement of federal programs.

Affording parents substantial and meaningful opportunities to participate in the education of their children shall be assured by and through the use of advisory committees, opportunities to volunteer, parent involvement meetings, parent-teacher conference days, reasonable access to staff, written resource materials, community and system wide surveys, as well as needs assessments.

REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-12-3

NO CHILD LEFT BEHIND ACT OF 2001

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

EXTRACURRICULAR ACTIVITIES

5.80

All extracurricular activities within the Geneva City School System school shall be system employee and school-sponsored. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate.

- I. Academic eligibility requirements shall be as listed in the Alabama Administrative Code Academic First rules (§290-3-1-.02(18)).
- II. An extracurricular activity shall be defined as all activities recognized and sanctioned by the Alabama High School Athletic Association and other extracurricular activities that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s).

Activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, half time, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

- III. Extracurricular activities shall be self-supporting when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. However, this does not apply to charging admission for students who are participants or spectators of extracurricular activities.
- IV. Appropriate adult supervision consistent with Alabama statutes shall be provided for all students.
- V. Students may be suspended from extracurricular activities based on procedures established by the appropriate coach or sponsor and approved by the principal and the superintendent.
- VI.

A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his parent(s)/legal guardian shall be notified in writing of the suspension from school-sponsored extracurricular activities.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-3-1-.02(18)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

ATHLETICS

5.81

- I. All Geneva City School System schools, grades 7-12, shall be members of the Alabama High School Athletic Association (AHSAA) and shall be governed by the rules and regulations adopted by AHSAA. Students who participate in athletics shall meet eligibility requirements established by AHSAA, the Geneva City Board of Education and the Alabama Administrative Code. Membership dues will be paid from the internal accounts of each respective school.
- II. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s)/legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s)/legal guardian through the school or the parent(s)/legal guardian may submit evidence that insurance has been provided through another source.
- III. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s)/legal guardian and a current physical examination as required by the Alabama High School Athletic Association being on file.
- IV. Pursuant to Alabama statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- V. All students shall be subject to all Geneva City Board of Education rules and to the Code of Student Conduct while attending athletic events and practices.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-15**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 - STUDENTS

STUDENT DRUG TESTING PROGRAM

5.82

It is the objective of the Geneva City Board of Education to assure that all students who wish to participate in competitive extracurricular activities be given the opportunity to do so in a safe, drug-free environment and that all students participating in competitive extracurricular activities, while under the supervision of the school system, be completely free from the effects of alcohol and/or the presence of illegal or controlled substances. In an effort to meet this objective, the Board reserves the right to require any student desiring to participate in competitive extracurricular activities, events, practice, competition, or at any other time while under the supervision of the school system, to conduct a random unannounced drug screening.

The Board has the right to conduct random unannounced drug screenings of students participating in competitive extracurricular activities, as well as the right to conduct specific drug screening of students whenever an administrator, a coach, assistant coach, teacher, sponsor, band director, observes circumstances which provide reasonable suspicion or belief that the student has used alcohol, illegal drugs, or other substances that violate the school substance abuse policies.

The Superintendent shall prepare procedures for implementing this policy consistent with local, state, and federal laws.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 5.00 – STUDENTS

NON-TRADITIONAL STUDENT PARTICIPATION IN ATHLETICS, BAND, CHORUS, OR CHEERLEADING

5.83

The Geneva City Board of Education accepts Home School, Virtual School, and Charter School students to participate in interscholastic athletics, band, chorus, and cheerleading in grades 7-12 under the following guidelines.

All Geneva City School System schools are governed by the rules and regulations of the Alabama High School Athletic Association (AHSAA) pertaining to non-traditional student participation in athletics. These same rules apply to non-traditional students in band, chorus, or cheerleading for those who enroll in Geneva City Schools. Students who wish to participate must meet eligibility requirements established by AHSAA, the Geneva City Board of Education, and the Alabama Administrative Code.

Non-traditional students must abide by Geneva City Board of Education Policies 5.80, 5.81, and 5.82 regarding suspension from extracurricular activities, providing proof of insurance covering medical expenses, physical examinations, Code of Student Conduct, and random unannounced drug screening. Students must compete in tryouts that are required for a sport, any section of band (such as drum major, percussion, or colorguard), chorus, or cheerleading and make the team/squad in order to participate.

HOME SCHOOL GUIDELINES:

Enrollment

- Students must enroll in a member public school in order to participate in an interscholastic contest or practice.
- Must be enrolled at the member public school that serves the area in which the student's parents reside.
- Must be within the first 20 days of the semester in the school they are zoned to attend.
- Note: All home school student are eligible their initial year of enrollment based on local board policy.

Academic Accountability

- Students will adhere to all AHSAA rules applicable to academic accountability (Rule I, Section 9: Academic Rule, Requirements).
- Students will be required to take AHSAA criteria tests developed by the ALSDE for the AHSAA in ALL four core subjects at the end of each semester for academic eligibility beginning with grade 7 through the end of the first semester in grade 12.
- (ALL assessment testing will be conducted on campus of the school under the supervision of a certified instructor employed by the school.)
- Note: Home school students who opt to take core courses through the school's virtual program or college course credit are not required to take the criteria tests.

Home School students must:

- Enroll and attend two electives on the campus of the school.
 - The AHSAA recommends taking physical education class or athletic PE on campus for safety reasons. Geneva Middle School and Geneva High Schools require that all student athletes take a strengthening and conditioning course.
 - Students who tryout and make Marching Band must take the Marching Band class on campus.
 - Students who tryout and make cheerleading must take a strength and conditioning course on the campus.
 - Students who tryout and make colorguard must take the colorguard class on campus.
 - Students who audition for chorus and are accepted, must take the chorus class on campus.

Transfers

- A home school student who decides to enroll in a traditional school full time is eligible to participate if all other eligibility requirements are met.
- A traditional student who decides to be homeschooled because of failing grades is deemed ineligible to participate in athletics, band, chorus, or cheerleading for a period of one year (365 days). If the student is in good standing academically at the time of withdrawal, the student remains eligible.

Practice Time

- A home school student's practice time must be equivalent to but not to exceed that of a traditional student during a school day.

VIRTUAL SCHOOL GUIDELINES:

Enrollment:

- Virtual school student must follow all ALSDE policies.
- Enroll and attend two electives on the campus of the school.
 - The AHSAA recommends taking physical education class or athletic PE on campus for safety reasons. Geneva Middle School and Geneva High Schools require that all student athletes take a strengthening and conditioning course.
 - Students who tryout and make Marching Band must take the Marching Band class on campus.
 - Students who tryout and make cheerleading must take a strength and conditioning course on the campus.
 - Students who tryout and make colorguard must take the colorguard class on campus.
 - Students who audition for chorus and are accepted, must take the chorus class on campus.
- Please refer to the AHSAA bylaws within the Geneva City Virtual School policy.

Academic Accountability:

- For safety reasons, all student athletes are required to take a strengthening and conditioning course on campus at Geneva Middle School and Geneva High School.
- Students who tryout and make Marching Band must take the Marching Band class on campus.
- Students who tryout and make chorus must take the chorus course on campus when offered.
- Students who tryout and make cheerleading must take a strengthening and conditioning course on the campus.

Transfers:

- A virtual school student who elects to transfer schools must be in accordance with all AHSAA bylaws pertaining to transfers.

Practice Time:

- A virtual school student's practice time must be equivalent to but not to exceed that of a traditional student during a school day.

CHARTER SCHOOL GUIDELINES:**Enrollment**

- Alabama public charter school students must enroll within the first 20 days of the semester in the school they are zoned to attend.
- For eligibility in an Alabama public charter school, enrollment must be at the public charter school that serves the area in which the student's parents reside and all other requirements are met.
- A conversion public charter school will assume the same attendance zone of its former traditional public school until the time that Geneva City Schools reestablishes attendance zones for those students who choose not to attend the conversion public charter school within their current zone. If the former attendance zone changes, the public charter school attendance zone cannot exceed the Geneva City Schools attendance zone.
- Note: Determination of attendance zones for conversion public charter schools will be determined by Geneva City Schools Board of Education.
- A start-up public charter school will adopt the attendance zone of its municipality in which the school is located. The index multiplier shall be the current one as determined by the AHSAA to determine the enrollment figure for classifying each start-up public charter school.
- Public charter school attendance zones (conversion or start-up) cannot exceed beyond the Geneva City Schools attendance zone.
- If a public charter school (conversion or start-up) does not have athletics, the student may return to his/her home school (based on the student's residence) to participate.
- If the former attendance zone of the school prior to conversion does not remain the same after the conversion, the current index multiplier as determined by the AHSAA will be used to determine the enrollment figure for classifying the public charter school.

Academic Accountability

- Public charter school students will adhere to all AHSAA rules applicable to academic accountability (Rule I, Section 9: Academic Rule, Requirements).

Transfers:

- Public charter school students will adhere to all AHSAA rules applicable to transfers (Rule I, Section 12: Transfer Rule).

REFERENCE(S):

ALABAMA HIGH SCHOOL
ATHLETIC ASSOCIATION GUIDELINES (Proposal 8
"Tim Tebow Rule")

HISTORY

ADOPTED: April 17, 2017

CHAPTER 5.00 - STUDENTS

INTERNET ACCEPTABLE USE

5.90

The Geneva City School System is pleased to make available to students access to interconnected computer systems within the district and to the internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the Geneva City School System to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the school district and the data acquisition site that provides internet access to the school district. Upon signing and returning a form indicating acceptance of this policy each student will be given the opportunity to enjoy internet access at school. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and her/his parents or guardians.

Listed below are the provisions of agreement regarding computer network and internet use. If there are questions about these provisions, contact the designated Geneva City School System employee. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

- I. **Personal Responsibility** – By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.
- II. **Term of the Permitted Use** - A student who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.
- III. **Acceptable Uses**
 - A. **Educational Purposes Only** – The Geneva City School System is providing access to its computer networks and internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult

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with the person(s) designated by the school to help you decide if a use is appropriate.

- B. Unacceptable Uses of Network – Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:**
- 1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Geneva City School System Code of Student Conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; or intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.**
 - 2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; or participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.**
 - 3. Uses that jeopardize the security of student access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others, and do not impersonate another user.**
 - 4. Uses that are personal commercial transactions. Students and other users may not sell or buy anything personal over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.**
- C. Netiquette – All users must abide by rules of network etiquette, which include the following:**
- 1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.**
 - 2. Avoid language and uses which may be offensive to others users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.**

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3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

D. Internet Safety

1. **General Warning: Individual Responsibility of Parents and Users** – All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety – Be safe.** In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities** – It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.
4. **Confidentiality of Student Information** – Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the

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release of directory information, as defined by Alabama law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures** – The school, either by itself or in combination with the Data Acquisition Site providing internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or erection;
- b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

- E. **Privacy** – Network and internet access is provided as a tool for your education. The Geneva City School System reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.
- F. **Failure to Follow Policy** – The user's use of the computer network and internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network

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and internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

- G. **Warranties/Indemnification** – The Geneva City School System makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and internet access opportunity to the Geneva City School System and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and internet, whether that use is on a school computer or on another computer outside the Geneva City School System's network.
- H. **Updates** – Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 16-13-231**

HISTORY

ADOPTED: August 18, 2014