

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION

3.10

The Superintendent shall prepare and submit for Board approval an organizational chart which shall serve as a guideline for organizing administrative responsibilities within the Geneva City School System. The approved organizational chart shall be disseminated through School System publications.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, 16-12-5, 16-12-15 TO -21**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 –SCHOOL ADMINISTRATION

CALENDAR, LENGTH OF SCHOOL DAY AND YEAR

3.12

The Geneva City Board of Education shall approve a school calendar as prepared by the Superintendent to be released to the various schools in the system prescribing or announcing the opening and closing dates of all schools, legal holidays, reporting periods, and due dates of official reports. The annual school calendar for the upcoming school year should be announced from the Superintendent's office prior to the April Board meeting. The scholastic year or school year shall begin on July 1, and end on June 30.

The length of the school day and of the school year for students will be in keeping with the intent of State laws and Alabama State Board of Education rules and regulations. They are as follows:

1. School Day – shall not be less than six (6) hours, or 360 minutes, of actual teaching, exclusive of all recesses or intermission periods. Class periods shall be planned to allow for this amount of instructional time.
2. School Year – shall provide for at least the minimum number of days of classroom instruction established by the Alabama State Department of Education.

The school principal shall ensure that the school's schedule shall reflect at least six (6) hours (360 minutes) of instructional time as specified herein.

The Board has discretionary power to establish holidays to be observed during the school year with the exception of Veterans' Day.

The Board shall extend the school year when necessary to meet the minimum requirements set forth by the Alabama Administrative Code and rules of the Alabama State Board of Education regarding the number of days school shall be in session.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-11-9, 16-11-18, AAC §290-3-1-.02(2)(a)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUPERINTENDENT SELECTION

3.13

The Geneva City Board of Education shall appoint the Superintendent as provided by the laws of the State of Alabama. The Superintendent is a statutory officer as provided by the Constitution and laws of the State of Alabama. As such, he/she has certain authorities and functions which are provided for by law. His/her duties include serving as secretary and executive officer of the Geneva City Board of Education.

The Superintendent may delegate, with the approval of the Board, certain administrative duties and responsibilities to his/her staff and principals.

The Superintendent shall, with the approval of the Board, organize the system staff and schools, create and fill positions, and assign duties and responsibilities.

All personnel who work in the Geneva City School System shall be responsible directly to the Superintendent.

REFERENCE(S):

**CODE OF ALABAMA
16-9-1 16-9-2, 16-9-11, 16-12-1, 16-12-2**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

QUALIFICATIONS OF SUPERINTENDENT

3.20

- I. The Superintendent of the Geneva City Board of Education shall possess the following qualifications as minimum requirements:
 - A. Hold a degree from a recognized four-year college or university;
 - B. Have three (3) years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her selection;
 - C. Have not less than five (5) years of experience in public school work;
 - D. Have prior years administrative experience, preferably a broad range of elementary and secondary experience;
 - E. Demonstrate ability in group dynamics and in working with people who have varying backgrounds and interests;
 - F. Possess ability to view all aspects of issues and deal fairly when views differ from his/her own;
 - G. Demonstrate knowledge of school finance;
 - H. Demonstrate knowledge of educational research and methods of research;
 - I. Possess ability to delegate;
 - J. Hold an Alabama certificate in administration and supervision;
 - K. Possess good character, high moral standing and integrity;
 - L. Possess any other qualifications that the Board deems necessary and proper.
- II. Any candidate selected must satisfactorily complete the Alabama State Department of Education's training on school finance, education law and curriculum/instruction and/or other required professional development.

REFERENCE(S):

CODE OF ALABAMA
16-1-38, 16-11-9, 16-12-2

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CONTRACT OF SUPERINTENDENT

3.21

- I. The Geneva City Board of Education shall contract with the duly appointed Superintendent, subject to such conditions and limitations as are prescribed by law. The Superintendent shall be evaluated each year as prescribed by the Board and according to legislative acts and regulations of the State Department of Education.
- II. The Board shall determine the salary, additional benefits, vacation entitlement and other leave of the Superintendent. Additional benefits such as health and other forms of insurance, holidays, and temporary and extended leaves and absences shall be at least equal to those granted other professional Geneva City School System staff members.
- III. The Superintendent may also be provided, as determined by the Board, with an annual travel allowance.

REFERENCE(S):

CODE OF ALABAMA
16-9-38, 16-11-99, 16-12-1, 16-12-3

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF SUPERINTENDENT

3.22

- I. The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and Geneva City Board of Education rules. The Superintendent shall keep the Geneva City Board of Education informed regarding all facets of the school system.
- II. The Superintendent serves as the secretary and executive officer of the Geneva City Board of Education. He/she shall be responsible for keeping such minutes and records as may be necessary to set forth clearly all actions and proceedings of the Board. The Superintendent shall inform the Geneva City School System employees of any Board action relating to them.
- III. All members of the instructional and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.
- IV. The Superintendent shall have the authority to issue directives and to prescribe such procedures as may be necessary to carry out the purpose of Geneva City Board of Education policy.

REFERENCE(S):

CODE OF ALABAMA

16-1-30, 16-11-8, 16-11-9, 16-12-3, 36-5-1

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

OPENING AND CLOSING OF SCHOOLS

3.24

The times set for the opening and closing of the schools of the Geneva City School System shall be established by the board of education and announced to the public on an annual basis. . Between these times and throughout the school day, school personnel will be on duty and available to supervise and care for students. However, School System personnel should not be expected to assume responsibility for students whose parents permit their child(ren) to arrive at school before the announced time of opening and/or to remain at school after the announced time of closing.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-11-9, 16-12-3

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CARE OF STUDENTS BEFORE AND AFTER SCHOOL

3.24.1

Parents/guardians are expected to take responsibility for seeing that their child arrives before the beginning of school and is picked up after the end of school within the time frames noted above. If for any reason parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter.

Students Not Picked Up Promptly After School

Due to the necessity of having to supervise young students closely and the fact that teachers and other school personnel have many responsibilities after the regular school day, parents/guardians must assume the responsibility for picking up their child(ren) promptly after the school day ends. In situations where parents do not abide by the school dismissal schedule and fail to pick up their child(ren) within the specified time frame, the following procedure will be used to ensure compliance:

1. After the first occurrence, the principal will contact the parent/guardian by telephone to discuss and attempt to resolve the matter.
2. After the second occurrence, the principal will write a letter to the parent/guardian outlining the requirements of this policy.
3. If the parent/guardian fails to comply with the stated procedures the principal has the authority to contact the Department of Human Resources and to instigate neglect charges against the parent(s)/guardian(s).

Before and After-School Supervision Plan

Each school principal should develop a plan for supervising students who arrive prior to the time set for the opening of school and for students who remain after the time set for the closing of school. Such plan should incorporate the following minimal requirements:

1. The plan should be written.
2. The plan should direct students arriving early to report immediately to a designated room/location/site, etc. The room/location/site should be properly supervised by an appropriate number of staff members.
3. The plan should direct students remaining on the school premises after school closes for any extended length of time to report to a designated room/location/site, etc.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

4. The room/location/site should be supervised by an appropriate number of staff members.

Notification

School principals are hereby directed to give notice to the parents/guardians of all students in their respective school of the content and intent of this policy. The notification shall be given in written form (newsletters, student handbooks, newspaper articles, etc.) at the beginning of each school year. Further, the Board directs that the content and intent of this policy be made a part of the Geneva City School System's newspaper advertisement at the beginning of each school year.

Care of Students after School-Sponsored Events

The schools of the Geneva City School System offer a variety of after-school, extra-curricular activities, which contribute greatly to the total educational experiences of students. Students' involvement in such activities contributes to their physical, mental, social, and emotional growth and development. Events, such as plays, athletic contests, debates, scholars bowl, beauty contests, band presentations, choral events, etc. are vital components of each school's curriculum. The Board supports and encourages such after school learning opportunities for students of the School System; however, the Board is also cognizant that such activities necessitate additional work and time on the part of teachers, school administrators, and others to develop and conduct such meaningful extra-curricular events. The Board encourages parents/guardians to do their part in assisting school personnel by assuming responsibility for their child(ren) promptly after participating in or attending such activities.

Limits of Care: School System's Responsibility

The Board expects that school administrators will assign sponsor and personnel to supervise and monitor before, during, and after all extra-curricular events sponsored by the schools of the School System in order to ensure the safety and well-being of students who must remain on school premises until picked up by their parents/guardians. Further, the Board expects that school administrators will announce to parents/guardians that they are expected to pick up their child(ren) promptly after such events in order to permit school personnel to return to their homes at reasonable hours. In an effort to assist school personnel with this important issue, the Board authorizes school administrators to operate in accordance with the following guidelines:

Events for Which a Price is Charged

1. For price-paying participants, school personnel shall be responsible for supervising up to and through the end of the activity.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

2. For student participants in an event requiring a price for admission, school personnel shall be responsible for supervising the student participants for not more than thirty (30) minutes after the conclusion of the activity.

Events for Which a Price is Not Charged

1. School personnel shall be responsible for supervising students for not more than thirty (30) minutes after the conclusion of the activity.
2. Parents/guardians, whose child(ren) participates in after-school extra-curricular activities, are expected to take responsibility for seeing that their child(ren) is picked up promptly after the conclusion of such activities.

Students Not Picked Up Promptly After School-Sponsored Events

In situations where parents/guardians repeatedly fail to pick up their child(ren) promptly following after-school, extra-curricular activities, the following procedure will be used to insure compliance:

1. After the first occurrence, the principal or event sponsor will contact the parent/guardian by telephone to discuss and attempt to resolve the matter.
2. For children participating in the extra-curricular event, after the second occurrence, the principal will write a letter to the parent/guardian notifying him/her that the school will not assume responsibility for supervising his/her child(ren) after such activities.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-11-9, 16-12-3

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EMERGENCY CLOSINGS

3.25

- I. In case of emergency, the Superintendent may close any school or all schools. The members of the Geneva City Board of Education shall be informed of any event or condition which requires the closing of any school(s) of the system.
- II. In the event of a declared state of emergency, control of students shall be retained by school personnel until students are released from school or in the case of transported pupils, until the students depart from the school bus. School administrators in affected schools will take necessary precautions to insure the safety and well being of students.
- III. The Superintendent shall establish and disseminate procedures to be followed in emergency school closings that include means of notifying students, parents, employees.
- IV. The school officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a violent act, riot, or similar condition, the principal shall cooperate with law enforcement.

REFERENCE(S):

CODE OF ALABAMA
16-1-1, 16-11-9

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF PRINCIPALS

3.30

The principal is assigned direct and primary responsibility for his/her school and serves as the administrative and supervisory head of the school. Each principal is responsible for the enforcing of Alabama statutes, State Board of Education rules, Geneva City Board of Education rules and directives of the Superintendent. Each principal shall carry out all duties as reflected in the Board-adopted job description and state law relating to making advisory recommendations regarding the appointment, assignment, promotion, transfer and cancellation of contracts.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-24B-4

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40

- I. The Geneva City Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities.
- II. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Geneva City Board of Education or school-sponsored events or activities. All procedures shall reflect the following provisions:
 - A. No persons other than Geneva City School System students and employees shall be on a school campus during school hours unless they have been approved by the principal's office.
 - B. A student who is suspended or expelled is not in good standing and is not permitted on the Geneva City school campus or school grounds.
 - C. Any person on a Geneva City school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify a building administrator.
 - D. Individuals who enter Geneva City School System property, an Geneva City Board of Education meeting or attend a school-sponsored activity without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board President, Superintendent or designee, principal or person in charge are subject to criminal penalty as provided in Alabama statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at Geneva City School System schools or school activities.
- III. Safety – Emergency Plans
 - A. The Superintendent shall develop and present to the Geneva City Board of Education for review and approval, appropriate school emergency management and preparedness plans.
 - B. The Superintendent shall establish a uniform format for the development of the schools' emergency management and preparedness plans. A program of safety shall be established.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

- C. Each Geneva City school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Alabama law, State Board of Education rules, and other applicable regulations.
- D. School alarms shall be monitored, and malfunctions shall be reported for immediate repair.
- E. Emergency evacuation drills (fire, bomb threat, terrorist, tornado, other disaster, and school bus) shall be held in compliance with state requirements. Each Geneva City School System principal, site administrator or transportation official is responsible for
 - 1. Developing and posting emergency evacuation routes and procedures;
 - 2. Assigning and training staff members in specific responsibilities to ensure prompt, safe and orderly evacuation and re-entry; and
 - 3. Identifying and reporting hazardous areas requiring corrective measures.

IV. Safety – Violence Prevention

Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the Geneva City School System.

V. Security

- A. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- B. The principal shall conduct an annual review of each school's security provisions and submit a written report to the Superintendent or designee for submission to the Board for review.
- C. Each Geneva City school's emergency plan shall include security provisions including emergency lockdown procedures.
- D. All doors and exits shall remain unlocked from the interior during school hours and shall meet the required codes.
- E. The Superintendent shall require that all state statutes regarding safety, security and discipline are carried out.

REFERENCE(S):

CODE OF ALABAMA
16-1-24, 16-1-24.1, 16-6B-7, 16-11-9, 16-12-3,
36-19-10, 36-19-11, AAC §290-3-1-.02(1)(E)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ALCOHOL, ILLEGAL DRUGS AT SYSTEM ACTIVITIES

3.42

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal drug, as defined by Alabama law, while on Geneva City School System property, at school-sponsored activities, or while on school trips involving students.

- I. Principals must notify local law enforcement when this policy has been violated.
- II. Persons in violation of this policy are subject to disciplinary actions as described in the Code of Conduct, personnel/employment policies, and legal prosecution.
- III. Any other person having purchased an admission ticket to an Geneva City School System event shall forfeit his/her rights under this rule by having an alcoholic beverage/illegal drugs in his/her possession at the event or be under the influence of an intoxicating beverage or illegal drug.

REFERENCE(S):

CODE OF ALABAMA
16-1-10, 16-1-24.1, 16-4-13, 16-28A-4, 16-41-1 TO -10,
AAC §290-3-1-.02

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PROHIBITION OF HARASSMENT

3.43

- I. The Geneva City Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.
- II. The Superintendent shall develop procedures which shall be used by persons alleging harassment.
- III. Sexual Harassment by Students – The Geneva City Board of Education desires to maintain an academic environment in which all students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the eradication of discriminatory practices including sexual harassment. Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Geneva City Board of Education. Sexual harassment's destructive impact wastes human potential, demoralizes students, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the Geneva City Board of Education forbids harassment against any student on the basis of gender. The Board will not tolerate harassment activity by any of its students.
 - A. Definition – Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, wherever such harassment occurs on school property or at a school-sponsored event, that is aimed at coercing an unwilling person into a sexual relationship whether or not it involves physical contact, or that substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Examples of sexual harassment may include but are not limited to the following:

1. Verbal harassment or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
6. Display of sexually suggestive objects, pictures, or written materials;

CHAPTER 3.00 - SCHOOL ADMINISTRATION

7. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
 - B. **Specific Prohibition** - It is sexual harassment for a student to subject another student or a school employee to any unwelcome conduct of a sexual nature on school property or at a school-sponsored event. Students who engage in such conduct shall be subject to penalties as described herein.
 - C. **Procedures** - Any student who alleges sexual harassment by an employee or student should report the harassment to the building principal, assistant principal(s), guidance counselors or school system Title IX coordinator. Filing of a complaint or otherwise reporting sexual harassment will not affect the student's status, extracurricular activities, grade or any other assignments. The complaint should be in writing, state the act or acts, state the date(s), state the names of witnesses, and be signed by the complainant.
 1. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
 2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
 - D. **Penalties** - A substantiated charge against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
- IV. **Sexual Harassment by Employees – Definition** – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or student's educational performance, or creating an intimidating, hostile or offensive work or school environment.
 - D. Examples of sexual harassment may include, but are not limited to, the following:
 1. Verbal harassment or abuse of a sexual nature;

CHAPTER 3.00 - SCHOOL ADMINISTRATION

2. Subtle pressure for sexual activity;
 3. Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
 4. Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
 6. Display of sexually suggestive objects, pictures, or written materials.
- E. Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.
- F. Any suspected child abuse shall be reported in accordance with state law.
- G. Specific Prohibition – Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation.
1. It is sexual harassment for an administrator or supervisor to use his/her position to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
 2. It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to penalties.
 3. It is sexual harassment for a Geneva City Board of Education employee to use his or her office or position to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties.
- H. Procedures – It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that management will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent or

CHAPTER 3.00 - SCHOOL ADMINISTRATION

designee and should be in writing, state the act(s), state the date(s), state the name(s) of witnesses and be signed by the complainant.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this rule or for participating in an investigation of a possible violation of this rule.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

- I. Penalties – Necessary disciplinary action, up to and including termination, may result if sexual harassment occurs. Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

REFERENCE(S):

**CODE OF ALABAMA
16-8-23; 26-14-3**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EQUAL OPPORTUNITY

3.44

- I. No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law.
- II. The Geneva City Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA). This law makes it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.
- III. Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.
- IV. The Superintendent shall develop procedures to notify Geneva City School System employees, applicants for employment, and other affected groups.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3,
AMERICANS WITH DISABILITIES ACT OF 1990**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 – SCHOOL ADMINISTRATION

TOBACCO USE IN SYSTEM FACILITIES

3.45

The Geneva City Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Geneva City Board of Education. This includes a public school building, Geneva City Board of Education Building, bus maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Geneva City Board of Education.

Parents/guardians and other persons are hereby notified that they are prohibited from use or possession of tobacco in any form on Geneva City School System property at any time.

School principals and other work site supervisors as may be designated are directed to post signs at the entrance of all school buildings and on the grounds of Geneva City School System property designating the school property as a tobacco free facility.

Geneva City Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to: reprimand, suspension pending a hearing, and termination of employment.

DEFINITION(S)

Tobacco – For the purposes of this policy *tobacco* includes any product containing, made, or derived from tobacco intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means. Additionally, the definition of tobacco includes any component, part, or accessory of a tobacco product including but not limited to: any lighted or unlighted cigarette, cigar, or pipe; any other smoking, vaping, aerosol product, and spit tobacco, also known as smokeless, dip, chew, snus, snuff, in any form. *Tobacco* encompasses all e-cigarette products, Other Tobacco Products (OTPs), and Electronic Smoking Devices (ESDs).

REFERENCE(S):

TOBACCO-FREE SCHOOLS September 2015

HISTORY

ADOPTED: August 18, 2014
REVISED: April 18, 2016

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PUBLIC INFORMATION

3.50

- I. All public records pursuant to Alabama statutes, except those involving sensitive personnel records, pending criminal investigations, recorded information received by a public officer in confidence or other records, the disclosure of which would be detrimental to the public's interest, shall be available for inspection or copying at reasonable times during normal office hours of the Geneva City School System office or other offices in which records are maintained.
- II. The Superintendent shall:
 - A. Keep citizens adequately informed through all channels of communication on policies, programs, problems, and planning of the Geneva City School System and instruct schools to carry out this policy through their efforts and the office of the Superintendent.
 - B. Seek input from community members.
 - C. Encourage Geneva City School System staff to cooperate in keeping the public informed of newsworthy events which would be of interest or concern to citizens and which would promote the welfare of the school system, provided that any news release be approved by the principal or supervisor and that any adverse information of a serious nature or any release relating to the system as a whole be approved by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 36-12-40, 41-13-1,
AAC §290-1-4-.01

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COPYING OF PUBLIC RECORDS

3.51

Copies of Geneva City School System public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records will be based upon a fee schedule set by the Superintendent. Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty.

REFERENCE(S):

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

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

FLAG DISPLAY AND PLEDGE

3.60

- I. The Pledge of Allegiance to the flag shall be recited at the beginning of each school day in Geneva City School System schools.
- II. Students shall have the opportunity to voluntarily recite the Pledge of Allegiance each day.
- III. The United States flag and the Alabama state flag shall be displayed appropriately during the school year.

REFERENCE(S):

CODE OF ALABAMA
16-6B-2, 16-11-9, 16-43-1, 16-43-5

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

A PERIOD OF QUIET REFLECTION

3.61

At the opening of every school day, Geneva City School System teachers shall provide students a moment of quiet reflection for one (1) minute.

REFERENCE(S):

**CODE OF ALABAMA
16-1-20.4**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL VOLUNTEERS

3.70

The Geneva City Board of Education recognizes that volunteers can make many valuable contributions to the schools and can be used as effective learning resources. Therefore, the Board endorses a volunteer program in the district, subject to suitable regulations and safeguards. These regulations and safeguards shall include volunteer operating within the written authorization of the Board and/or members of its administrative staff and under the supervision of Board employees. These regulations shall be developed and promulgated by the Superintendent or staff in cooperation with the faculty of each school.

Any volunteer (i.e., a person performing services for non-profit organization, a non-profit corporation, a hospital, or a governmental entity without compensation, other than reimbursement for actual expenses incurred) shall be immune from civil liability in any action on the basis of any act or omission of a volunteer resulting in damage or injury if:

1. The volunteer was acting in good faith and within the scope of such volunteer's official functions and duties for a non-profit organization, a non-profit corporation, hospital, or a governmental entity; and
2. The damage or injury was not caused by willful or wanton misconduct by such volunteer.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3

HISTORY

ADOPTED: August 18, 2014

CHAPTER 3.00 - SCHOOL ADMINISTRATION

COMMUNICABLE DISEASES and CONDITIONS

3.80

It is the intent of the Geneva City Board of Education, in cooperation with county and state agencies, to carry out laws and regulations designed to protect and promote the health, safety, and general welfare of school children and Board employees.

I. Communicable/Infectious Diseases or Conditions.

Students and/or employees having communicable diseases and/or conditions, including students wishing to enroll or potential employees, will be dealt with on an individual basis. Administrators and supervisors shall observe current Regulations for the Control of Communicable Diseases in the schools of the Geneva City School System as required by the State Board of Health. The system's nurse(s) will maintain liaison with the State Board of Health and support the processing of cases.

A student with a communicable or contagious disease or a viable parasite shall be ineligible to attend schools in the School System for a period of time as may be prescribed by the local Health Department, school nurse, or a physician. In all cases, a statement of clearance from the Department of Health or physician shall be required before the student may re-enter schools of the School System.

II. Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of bloodborne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Superintendent's designee shall implement the precautions and investigate, correct, and report on instances of lapse.

III. Exposure Control Plan and Staff Development

The Superintendent will direct the preparation of procedures for processing cases and an exposure control plan. Procedures will incorporate appropriate considerations of confidentiality. Employee training and communication of school system procedures related to student health education, exposure control, communicable diseases and conditions, and standard precautions shall be implemented by the direction of the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-11-2, 16-11-9, 16-22-3, AAC §290-1-4-.01

HISTORY

ADOPTED: August 18, 2014