

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

THE CURRICULUM

4.10

- I. The Geneva City School System curriculum shall be determined by
 - A. Alabama State Department of Education Courses of Study;
 - B. Students' needs and interests;
 - C. Regular evaluation of curriculum effectiveness; and,
 - D. Applicable Alabama statutes, State Board of Education rules, and the Geneva City Board of Education priorities.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system.
- III. The Superintendent shall designate appropriate staff members who are responsible for the development and coordination of the curriculum of the system.
- IV. The Superintendent shall cause to be developed and regularly updated a program of instruction for all grade levels.
- V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.
- VI. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.
- VII. The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading systems and methods of reporting.
- VIII. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, electronic media, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes.
- IX. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented.

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- X. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

REFERENCE(S):

CODE OF ALABAMA
16-1-13, 16-1-16, 16-6B-2, 16-11-9,
16-35-1, 16-35-3, 16-35-5, 16-40-1, 16-40-1.1,
16-40-8, 16-40A-2, 3, 16-41-1-2, -3, -6, 16-41-8
AAC §290-3-1-.01

HISTORY

ADOPTED: August 18, 2014

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SPECIAL EDUCATION

4.11

The Geneva City Board of Education will provide educational and related services to students with disabilities who qualify under state and federal guidelines. Such students are encouraged to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social, or learning exceptionality, as determined by a multi-disciplinary team which reviews psychological, educational, and/or physical evaluation results provided by qualified specialists. Exceptional students include students with an intellectual disability, hearing impairments, speech or language impairments, visual impairments, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and students who are classified as gifted.

- I. Upon recommendation of the Superintendent, the Board shall adopt a plan for the provision of education programs for all Geneva City School System students with disabilities and gifted students.
- II. The plan for special programs and procedures for exceptional students shall include screening procedures, pre-referral activities, referral procedures, eligibility criteria, program placement, program dismissal, and descriptions of program organization and operations.
- III. The Geneva City School System special student education program shall conform to the provisions adopted by the Board and shall function in accordance with the provisions of state and federal law, State Board of Education rules, and other applicable provisions of Board rules.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-13-231, 16-39-1-6, 8-10, 16-39-31
IDEA AMENDMENTS OF 1997, ALABAMA ACT 106,
AAC §290-1-4-01

HISTORY

ADOPTED: August 18, 2014

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AT-RISK PROGRAM

4.12

The Superintendent or designee shall develop, for the Geneva City Board of Education's approval, a plan for at-risk students addressing drop-out prevention. Components of the plans for academically at-risk students may include, but are not limited to High Hopes grants/programs, Childrens' First, Title I, and other state, federal, or local initiatives.

REFERENCE(S):

CODE OF ALABAMA

16-12-3, 16-13-231, 19-11-9, AAC §290-1-4-.01

HISTORY

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HOMEWORK

4.13

The Geneva City Board of Education recognizes that homework should be meaningful and reasonable. Homework should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing the assignment. No homework assignment should be made that does not directly support a clearly identified instructional objective.

Assignments should be commensurate with the resources available.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC §290-1-4-.01**

HISTORY

ADOPTED: August 18, 2014

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SUMMER PROGRAMS

4.14

- I. The Geneva City Board of Education authorizes summer programs when needed. The Superintendent or designee shall determine the building site(s).
- II. Summer program requirements and extended school year services shall be developed by the Superintendent and approved by the Geneva City Board of Education.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-3-1-(6)**

HISTORY

ADOPTED: August 18, 2014

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SUPPLEMENTAL SCHOOL DONATIONS

4.15

Where school funds are not otherwise available for consumable instructional supplies and personal items to meet the instructional needs of Geneva City School System students, donations and fees may be solicited from students and parents with such donations to be known as "School Supplemental Instructional Donations," provided that any such solicitation has prior approval of the principal.

- I. Communications to parents and students in any format must clearly indicate that the response to such solicitation on the part of any student or his/her parents/guardians shall be voluntary, and no sanctions shall be imposed against the student or embarrassment caused a student or his/her parents/guardians for failure or refusal to make a donation.
- II. The principal shall keep the Superintendent apprised of such requests.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-11-26, 16-13-13,
AAC §290-2-1-3**

HISTORY

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STUDENT FEES, FINES AND CHARGES

4.16

- I. The Geneva City Board of Education shall hold each student responsible for all textbooks and other educational materials issued to him/her. It shall be understood that the parent, guardian or other person having custody of any student to whom textbooks or other materials are issued shall be held liable for any loss, abuse or damage in excess of that which would result from the normal use of such materials.
- II. No fees shall be charged to students in grades K-6.
- III. Fees may only be charged in courses which are not required for graduation.
- IV. Principals shall have the right to waive fees for students with financial limitations who cannot afford the fee.
- V. The Geneva City Board of Education maintains that activities for which an admission fee is charged shall be kept to a minimum. The admission charges shall be fixed at amounts permitting the maximum number of pupils to attend, commensurate with the cost of providing such activities. Uniform admission costs shall be set by the principals.
- VI. Concession sales at school activities shall be operated by student groups or parent groups as approved by the principal.
- VII. All income from school activities and concession sales shall be deposited in the appropriate account and shall be disbursed in accordance with Board Policy, accreditation standards, and State Department of Education regulations.

REFERENCE(S):

CODE OF ALABAMA
16-10-6, 16-11-9, 16-11-26,
16-12-3, 16-8-7, 16-13-13, 16-36-69,
AAC §290-2-1-2

HISTORY

ADOPTED: August 18, 2014

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DUAL ENROLLMENT

4.17

The Geneva City Board of Education authorizes the establishment of dual enrollment programs allowing certain high school students to enroll in postsecondary institutions in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and participating postsecondary levels. The dual enrollment program will strictly follow all State Department of Education regulations.

Eligible Students

Students participating in a dual enrollment program shall pay normal tuition as required by the postsecondary institution and shall:

1. Have at least a B average and have passing scores on all required assessments for graduation, or meet requirements for Career Technical students enrolling in dual enrollment Career Technical elective courses;
2. Have written approval of the student's Principal and Superintendent; and
3. Be in grades 11 or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's Principal and Superintendent and in accordance with AAC §290-8-9-.17 regarding gifted and talented students.

Course Offerings and Credits

1. Courses shall be postsecondary/college level. Postsecondary/college level remedial courses shall not meet the requirements of this program.
2. Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the student's Principal, Superintendent, and the participating postsecondary institution President.
3. The Superintendent or his/her designee will put into place necessary procedures, forms, etc. as need to implement Dual Enrollment.
4. Ten (10) quarter/six (6) semester credit hours at the postsecondary level shall equal one (1) credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the local Board of Education and participating postsecondary institutions.
5. Articulation agreements with all postsecondary institutions participating in this program shall utilize these guidelines.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, AAC §290-3-1-.02(10)

HISTORY

ADOPTED: August 18, 2014

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CLASSROOM INSTRUCTIONAL SUPPORT FUNDS

4.20

- I. The distribution of funds for classroom instructional support materials shall be based on projected enrollment, available funds, and Alabama statutes and shall include library enhancement, classroom materials and supplies, professional development, technology, and other classroom instructional support approved by the State Board of Education.
- II. Each Geneva City School System school shall develop a budget for library enhancement, classroom materials and supplies, professional development, technology and any other classroom instructional support funds allocated to the school.
 - A. The composition and procedures used by such committee will follow Alabama statutes and guidelines.
 - B. The proposed budget shall outline common purchases, specify the common items which may be purchased and designate a specific allotment per teacher.
 - C. The proposed budget will be consistent with the plans developed for the school and the Geneva City School System.
 - D. The proposed budget will be submitted for approval by the teachers at each school prior to the close of the current school year.
- III. All funds must be spent on classroom instructional support purposes consistent with system and state rules; funds may be spent on instructional and electrical equipment used in the classroom with students.
- IV. Funds should be made available to each teacher before December 1. Unused funds will revert to the School System and/or state.
- V. The Superintendent and the CSFO shall establish a timeline by which purchases must be finalized each year in order to ensure timely and efficient account for all funds prior to the close of the fiscal year.

REFERENCE(S):

CODE OF ALABAMA
16-1-8.1, 16-11-9, 16-12-3, 16-36-61, 16-36-62, 16-36-68,
16-36-69, 16-36-70, 16-39-3, AAC §290-2-1-5

HISTORY

ADOPTED: August 18, 2014

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INSTRUCTIONAL MATERIALS AND TEXTBOOK MANAGEMENT

4.21

The Board shall approve all textbooks used in the Geneva City School System. Local textbook committees shall be approved by the Geneva City Board of Education upon recommendation by the Superintendent. The number, size, and composition, which shall include parents, of the committees shall be determined by the Board. The name of each person serving on local textbook committee(s) shall be kept on file by the Superintendent.

The textbook committee(s) of the Geneva City School System and the Central Office personnel designated by the Superintendent shall endeavor to insure that the selection and adoption of textbooks for use within the school system shall be in accordance with applicable provisions of Alabama law.

The Superintendent shall develop procedures based on Alabama statutes for purchasing, managing, selling, and discarding textbooks and other instructional materials. Inventories and records related to textbooks and instructional materials of the School System shall be maintained as prescribed by Alabama statutes and State Board of Education guidelines.

REFERENCE(S):

**CODE OF ALABAMA
16-36-4 to -39; AAC §290-2-3-.01
LEGISLATIVE ACT 98-320**

HISTORY

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LIBRARY MEDIA CENTERS

4.22

The Geneva City Board of Education believes that the school library media center is a fundamental part of the educational program. It adheres to the premise that an effective library media program will provide:

1. Equal and maximum access to information resources which extend the limited content of textbooks.
2. Instruction for students in acquiring the research skills necessary for independent learning.
3. Motivation for students to read and enjoy good literature.
4. Encouragement for students to use a variety of media for a lifetime of learning and pleasure.

Each school in the Geneva City School System shall maintain a library media center under the direction of a state certificated library media specialist in accordance with accreditation standards. The responsibility for coordinating the selection and purchasing of instructional materials rests with the library media specialist with the final responsibility being vested in the Board.

Since the library media program is an integral part of the total school program, the school's philosophy and goals help establish direction for library media services. Programs may vary somewhat based on different school characteristics; however, some functions will be common in all schools. Those functions include:

1. Equal access to information in the school collection.
2. Provision of supplementary materials to enhance the school curriculum.
3. Integration of information skills instruction with classroom activities.
4. Assistance to teachers in using a variety of media formats to improve instruction.
5. Motivation for students to enjoy good literature and other worthwhile resources.
6. Access to the use of current technologies to improve instructional effectiveness.

The Geneva City School System library media specialists and teachers should collaborate to ensure that all students have adequate and equal access to the library media center and its collection.

REFERENCE(S):

CODE OF ALABAMA
16-21-1 TO -3

HISTORY

ADOPTED: August 18, 2014

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LIBRARY MATERIALS SELECTION

4.23

- I. Objectives of Selection - The primary objective of the Geneva City School System schools' educational media centers is to implement, enrich, and support the educational program of the schools. The centers shall provide a wide range of materials on all levels of difficulty, with diversity of appeal and the representation of different points of view.
- II. Criteria for Selection
 - A. The standards to determine the propriety of the educational materials shall be pursuant to Alabama statutes.
 - B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of the schools.
 - C. Media, e.g., films, videotapes, software, print texts, from sources other than the system or a school media center collection must be approved by the principal. Request for Use of Educational Media forms are available at each school site and shall be used to request permission to use such materials. The content of the curriculum shall determine the need for use of media.
- III. Funds shall be spent in accordance with the budget adopted for designated local school or system funds.
- IV. Media specialists shall be consulted in budgeting all library enhancement funds.

REFERENCE(S):

**CODE OF ALABAMA
16-1-8.1, 16-11-9, 16-11-23, 16-21-1 TO -3**

HISTORY

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CHALLENGED MATERIALS

4.30

The following procedures shall be followed when the appropriateness of books or instructional materials is questioned:

- I. School/community citizens may register their concerns with the principal of the school where material is being challenged.
- II. All concerns shall be presented in writing to the school principal. The statement shall include the following information:
 - A. Author, compiler, or editor;
 - B. Publisher;
 - C. Title;
 - D. Reason for objection;
 - E. Page number of each item challenged; and,
 - F. Signature, address and telephone number of person making criticism.
- III. These procedures shall be followed for Geneva City School System school-level reviews:
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal shall notify the Superintendent or his/her designee when a committee is convened.
 - B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - C. Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
 - D. The complainant shall be informed in writing concerning the committee's recommendations.
- IV. These procedures shall be appropriate for system-level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.
 - A. A committee of teachers, educational media specialists, parents, and other qualified personnel shall be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of

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any changes. A committee member shall not be selected from the school where the challenged materials originated.

- B. The Superintendent shall designate a member of his/her staff to be responsible for the organization of this review committee according to School Board policies.
- C. The committee's review shall be treated objectively and in a business-like manner and shall be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- D. The committee's recommendations shall be submitted to the Superintendent.
- E. The complainant shall be informed, in writing, after the committee's recommendation is received by the Superintendent.
- F. An appeal to the Geneva City Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The Board shall review recommendations of the school and system-level committees and shall render the final decision on the complainant's concern.

REFERENCE(S):

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

HISTORY

ADOPTED: August 18, 2014

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CONTROVERSIAL ISSUES

4.31

The Geneva City Board of Education recognizes that controversial issues are an inherent part of our democratic tradition and that knowledge and understanding of controversial issues are an indispensable part of education for citizenship. Therefore, professional employees shall have the freedom to deal with controversial issues in the public school curriculum provided the following guidelines are observed.

- I. Teachers shall adapt the study of controversial issues to the age, maturity and academic background of pupils.
- II. Teachers shall place major emphasis on **HOW** to think rather than **WHAT** to think.
- III. Pupils shall have access, insofar as possible, to all materials that are relevant and educationally significant to the issues at hand.
- IV. Pupils shall have the opportunity to express their opinions within the limits of decency, good will and respect for the opinions of others.
- V. Teachers shall teach pupils the principles and techniques of the scientific method and shall provide opportunities for practice in applying established facts to specific problems.
- VI. Teachers shall seek to develop in pupils the ideals of truth and honesty.
- VII. Teachers shall seek to create an atmosphere in which differences of opinion can be voiced without fear or hostility but with mutual respect for all viewpoints.
- VIII. Teachers shall seek to develop in pupils a sense of responsibility for their beliefs, opinions and attitudes and shall encourage pupils to base same on research, tested experience and knowledge as recorded in our cultural heritage.
- IX. Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy.
- X. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

ADOPTED: August 18, 2014

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PUBLIC APPEARANCE OF SCHOOL GROUPS

4.42

- I. Requests for any Geneva City School System group or organization to make a public appearance shall be directed to the principal for approval.
- II. The parent/guardian shall be notified prior to any public appearance. Such notice shall state the place to be visited, the date of the public appearance, the time of departure, and the time of return to the school. Any student making a public appearance shall present a note from his/her parent/guardian giving permission for the student to make the public appearance. All documents needed in case of emergency should be provided before the public appearance and should be in the possession of the Geneva City Board of Education employee in charge of the public appearance. Medication administration procedures shall be followed in accordance with the established medication disbursement guidelines.

REFERENCE(S):

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

HISTORY

ADOPTED: August 18, 2014

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FIELD TRIPS

4.43

The Geneva City Board of Education Board delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

- I. All local and in-state field trips, including travel associated with athletic contests, must be approved in advance by the school principal with prior notification given the Superintendent. Notification of such travel should be received, when possible, by the Superintendent at least seven (7) days prior to the anticipated travel date.
- II. All out-of-state and overnight field trips, including travel associated with athletic contests, must be approved in advance by the principal and the Superintendent. Requests for out-of-state and overnight travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date when possible.
- III. Requests for approval of all field trips, including travel associated with all school sponsored events and activities must be submitted on School System Field Trip Request Forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved School System Field Trip Request Form.
- IV. Before any trip as noted above is taken, a completed and signed School System Parental Permission Form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed Parental Permission Form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one Parental Permission Form to cover all trips associated with the activity.
- V. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, Geneva City School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:
 - A. Field trip buses, when available, shall be operated according to terms and conditions that apply specifically to such buses. Reservations must be made through the principal or designee with the teacher/sponsor preparing the Field Trip Request Form for approval by the principal.

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- B. At least one system employee approved by the principal and superintendent must ride the bus and accept responsibility for seeing that all rules and regulations governing school buses are carried out.
 - C. All field trip bus passengers must be enrolled in school, be an employee of the School System, or be designated as chaperon by the field trip sponsor and approved by the school principal. Other passengers may be approved by the principal after a careful review of the circumstance.
 - D. The principal of each school is responsible for handling the scheduling of such trips.
 - E. Mileage and other applicable cost factors (driver, substitute driver, etc.) for each field trip will be computed by the Board based on the current, approved rates with billings submitted to schools on a monthly basis.
 - F. Only adult drivers with a commercial driver's license will be permitted to drive field trip buses with the cost of paying the driver to be borne by the school or class making the trip(s).
 - G. The field trip sponsor should return the School System-owned bus in a clean condition as determined by the Director of Transportation.
 - H. Due to energy regulations, allocations, proration, and other financial problems, the Board may cancel trips, increase prices, or curtail the use of buses. Principals will be notified if changes occur.
- VI. Field Trip Transportation Using Private Vehicles: The Board approves the use of privately-owned vehicles to transport students participating in field trips, excursions, or interscholastic activities where only a small number of students will be attending or participating in a respective activity. Such approval is based on a recognized need for additional standard, cost effective transportation at certain times to support the School System's instructional program and extra-curricular activities. Privately-owned vehicles may be utilized to transport a student or student groups to and from such activities provided :
- A. A small number of students will be involved in the respective field trip, excursion, or interscholastic activity. In such instance, the school principal shall have the discretion to utilize a private vehicle(s) with sufficient passenger capacity(ies) not to exceed the number of approved seat belts to transport the student or student group on such trips.
 - B. Students going on the field trip, excursion, or interscholastic activity present signed School System Parental Permission Forms noting the use of private vehicles to the field trip sponsor prior to the date of expected travel.
 - C. The principal ensures that appropriate financial arrangements have been made to pay for all costs associated with the trip; arranges for an adequate number

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of chaperones for the trip; and complies with all requirements for field trip preparations, i.e.:

- i. Communicating with parents about the trip and securing a Parental Permission form for each student participating in the activity.
- ii. Preparing a roster of students, employees, and chaperons making the trip.
- iii. Providing timely notice to other teachers of the field trip to include roster of names of those students making the trip.
- iv. Providing notice to appropriate lunchroom personnel when the field trip will necessitate students being away during the normal lunch period.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-1-4-.01**

HISTORY

ADOPTED: August 18, 2014

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SCHOOL FUNCTIONS

4.44

Any school social function shall be sponsored by an instructional staff member and shall be approved by the principal prior to scheduling. Geneva City School System faculty members shall be encouraged to attend social functions.

All Geneva City school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. Chaperones shall be board employees who are approved by the principal.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

ADOPTED: August 18, 2014

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STUDENT CLUBS AND ORGANIZATIONS

4.50

- I. All Geneva City School System student clubs and organizations shall be approved by the principal before they can operate within a school.
- II. All student clubs and organizations shall comply with the following:
 - A. All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
 - B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
 - C. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
 - D. Dues shall be reasonable and not prohibitive.
 - E. All meetings shall be held on Geneva City Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
 - F. An Geneva City School System faculty sponsor/designee shall be present at all meetings and functions.
 - G. All social events shall be adequately chaperoned.
 - H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
 - I. A student club or organization shall not conduct any activity or act which violates Alabama statutes, Geneva City Board of Education rules, or the regulations of the local school.
- III. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.

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- IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

REFERENCE(S):

CODE OF ALABAMA
16-12-15, 13-32, 16-26-1

HISTORY

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STUDENT PUBLICATIONS

4.51

Geneva City School System school principals may approve establishment of a school newspaper or magazine for students.

- I. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school.
- II. The principal shall not allow advertisements of intoxicants or tobacco products or other products which would be inappropriate for the intended audience.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

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ASSESSMENT PROGRAM

4.60

- I. The Geneva City School System shall periodically assess student performance and achievement within each school of the system. The assessment programs must be based upon local goals and objectives that are compatible with the state Courses of Study adopted by the State Board of Education. All schools will participate in the state assessment program designed to measure annual student learning and school performance.
- II. The Geneva City School System will follow recommendations of the State Board of Education for the provision of test adaptations and modifications of procedures as necessary for students in exceptional education programs and for students who have limited English proficiency.
- III. Test results shall be treated with confidentiality.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, AAC §290-4-2-.01-.04

HISTORY

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TEST SECURITY

4.61

All mandatory tests administered by or through the State Board of Education and system-administered national norm-referenced achievement tests shall be secured.

- I. Geneva City School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
 - A. The testing coordinator shall instruct school test coordinators and principals on test security measures.
 - B. Principals shall be responsible for informing the faculty of test security measures.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the system shall be reported to the appropriate agency.
- III. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, AAC §290-4-2-.04

HISTORY

ADOPTED: August 18, 2014

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REPORT CARDS

4.71

The Superintendent shall develop procedures relating to the content and issuance of Geneva City School System student report cards.

REFERENCE(S):

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

HISTORY

ADOPTED: August 18, 2014

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

TRANSFERS FROM NONACCREDITED OR HOME SCHOOLS 4.80

To allow transfer of credits and/or determine the appropriate class/grade placement of a student transferring to this system from a non-accredited or home school, the following shall be implemented:

- I. Credit for all elective courses shall be accepted without validation.
- II. Uncontested credit for core courses of English, mathematics, science and social studies shall be transferred as follows:
 - A. Using all available records and nationally standardized tests, if available, the principal or his/her designee shall determine the appropriate placement and then notify the student and the parent/guardian.
 - B. Upon agreement by the parent/guardian, the student shall be assigned to the class and/or grade agreed upon.
 - C. For any initial core course the student completes successfully in this system, he/she shall be permitted to transfer in that subject area all previous credits earned at a non-accredited or home school. (Example: Successful completion of eleventh grade English in this system would allow the student to transfer ninth and tenth grade English if completed successfully at the non-accredited or home school.
- III. Contested credit for core courses shall be transferred as follows:

If the parent/guardian disagrees with the placement decision, the principal or designee shall supervise the administration of the school's most recent semester examination or other appropriate assessment for each prerequisite to the core course in which the parent/guardian is requesting enrollment. For each test passed, the student shall be placed in the next level core course and credit for the prerequisite course(s) shall be transferred.

- IV. In the event of the existence of controversial records/transcripts and/or the absence of any official or notarized records/transcripts, the student shall take placement tests consisting of the school's previous semester tests for core courses.

All transfer students must pass any mandated state assessments and meet all other requirements for graduation.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, AAC §290-3-1-.02(7)j2(k)**

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

CAREER TECHNICAL COOPERATIVE EDUCATION

4.81

The Geneva City Board of Education recognizes the importance of the school-community linkage in training individuals for specific occupations; assisting individuals with the transition from school to the world of work; providing an environment for developing proper skills, knowledge, work and safety habits, and pride in achievement. As such, Cooperative Career Technical Education Programs will be provided to the extent possible to strengthen this linkage. These programs will operate in compliance with general career/technical education policies established by the Board and program standards outlined in current administrative code.

Each cooperative career/technical education program shall provide on-the-job training that:

1. is related to existing employment opportunities which offer promotion and advancement.
2. is related to the student's occupational objective.
3. does not displace other workers who can perform such work.
4. is conducted in accordance with written training agreements and training plans that incorporate methods for solving problems at work and problems at school.

CRITERIA FOR PARTICIPATION

The following criteria must be met prior to a student's participation in Cooperative Career Technical Education Programs:

1. The student and his/her parent(s)/guardian(s) must select the cooperative career/technical course(s) as an elective.
2. The student's parent(s) /guardian(s) must sign a release form authorizing the school to release his/her child from school to travel to and from the educational job site.
3. All transportation costs must be borne by the student and his/her parent(s)/guardian(s).
4. The student meets prerequisites for the cooperative career/technical course selected as described in the current Geneva City School System course catalog.

REFERENCE(S):

CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1

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SAFETY IN CAREER TECHNICAL CLASSES

4.82

In order to ensure safety of students and personnel in Geneva City School System career technical education classes, all laws, regulations, and guidelines established by local, state, and federal agencies shall be followed.

Geneva City School System teachers in career technical classes shall establish safe working conditions and shall promote the development of safety awareness and safe work habits by students. Safety procedures and safe work habits shall be taught and tested in all career/technical classes as specified in the Alabama Course of Study for each content area.

A safety plan shall be posted in each career/technical classroom and shall include methods for encouraging safe procedures in the following areas:

- Continuous supervision of students in the classroom, laboratory, and/or shop environment
- Ensuring that protection devices are worn by students when appropriate.
- Safe storage of toxic, flammable, or hazardous materials.
- Safe use of electrical devices and avoiding electrical hazards.
- Safety demonstrations, safety instruction, and testing for safety knowledge.
- Periodic inspection of materials, equipment, and tools to ensure safe use.

The goals of safety instruction are to keep students safe while participating in career technical programs and for transfer of this knowledge to the work place.

REFERENCE(S):

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1, AAC § 290-6-1-.04(6)**

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CAREER/TECHNICAL PROGRAM EQUIPMENT MAINTENANCE, REPAIR, REPLACEMENT AND DISPOSAL	4.83
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Geneva City School System teachers in career technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

Annual review of needs for repairs, servicing, and other maintenance shall be submitted to designated system personnel. Requests for major repairs or replacement of equipment or tools shall be submitted with estimates of costs for parts, service, or replacements. The teacher using allocated maintenance funds, fees, program funds, or school funds shall pay for routine maintenance and small repairs. Major repairs and appropriate equipment replacement shall be considered in the annual system career/technical budget. The Geneva City School System shall maintain a reasonable allocation to fund emergency repair of equipment essential to the instructional program.

Principals and system personnel shall conduct periodic inspection of career technical shops, laboratories, and classrooms to determine that tools, supplies, and equipment are properly maintained and stored and to see that equipment is kept in good repair and operated safely.

The Career Technical Director shall work cooperatively with teachers and school administrators to annually assess the need for updated equipment, supplies, tools, and materials for career/technical classes. Each teacher shall maintain an accurate inventory of equipment, tools, supplies, furnishings, textbooks, and other materials necessary for instruction in career/technical classes. When equipment is unserviceable or obsolete, the teacher shall notify the school principal. The principal shall notify the designated central office personnel in writing of equipment, tools, or other items in need of disposal. The Career Technical Director will make arrangements for the removal of such items from the school and for the proper disposal of the items according to state and system regulations.

To maintain the optimum classroom learning environment, each teacher shall:

1. Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the work place.
2. Maintain tools and equipment daily.
3. Maintain an accurate inventory of tools, supplies, and equipment.
4. Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.

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5. Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
6. Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

REFERENCE(S):

CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1, AAC § 290-6-1-.10(1-3) revised

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CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

LIVE WORK IN CAREER/TECHNICAL PROGRAMS

4.84

The Geneva City Board of Education recognizes live work as being a valuable tool for students in career technical programs to assist students in developing workplace competencies as a tool for positive community relations. Live work experiences are authorized by the Geneva City Board of Education in career technical classes when the following guidelines are followed.

Live work is defined as work performed by students as part of the instructional training program. This work may be performed by students at a job site or at school. All live work projects must be pre-approved by the teacher in writing and coordinated with the school principal. Live work projects are not to be performed in competition with private enterprise. The career/technical education programs assume no responsibility for the results of the work being performed by students.

The person or organization for which the live work project is performed shall assume all costs of materials, supplies, and parts associated with the work performed by students. The career technical teacher is responsible for documenting the live work through a work order, the invoicing of the person/organization for whom the work is performed, and the collection of all charges associated with the live work projects performed by students. The Geneva City Board of Education, the school, nor school employees shall receive economic benefit from career technical education live work projects.

REFERENCE(S):

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1, AAC §290-6-1-.04(5)**

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PLACEMENT AND FOLLOW-UP OF CAREER TECHNICAL GRADUATES

4.85

Each Geneva City School System career technical teacher is responsible for assisting graduates in job placement or entry into post-secondary education. Active files will be maintained in each school of opportunities for employment and graduates who are seeking employment. The principal shall designate school personnel to serve as a placement coordinator to maintain records of student placement and to serve as a liaison with businesses and industry representatives when career technical teachers are not available.

School counselors shall maintain active files available to students on colleges, junior colleges, technical schools and other post-secondary training possibilities. In addition, scholarship information shall be made available to students.

Each career technical teacher is responsible for the implementation of a follow-up system to determine employment and/or post-secondary education placement of graduates. A purpose of the follow-up of graduates is to solicit feedback regarding the appropriateness and effectiveness of career technical programs.

Formal follow-up reports of graduates shall be completed according to schedules established by the Alabama State Department of Education. In addition, career technical teachers should use informal contacts with employers of graduates to gain information and suggestions for improving instruction in career technical classes.

REFERENCE(S):

**CODE OF ALABAMA
16-3-12, 16-3-13, 16-37-1, AAC §290-6-1-.06(2)**

HISTORY

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