

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY PROGRAM

8.10

The Superintendent shall develop a safety program for Geneva City Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All Geneva City School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

REFERENCE(S):

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

HISTORY

ADOPTED: August 18, 2014

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INSPECTIONS

8.14

As part of a comprehensive safety and loss control program, the Geneva City Board of Education requires that all Geneva City School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the superintendent and principal and placed on file.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-1-4-.01, §290-3-1-.02(a)

HISTORY

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EMERGENCY DRILLS

8.15

- I. Fire Drills – The Geneva City Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.
- II. Weather Drills – At least one (1) tornado/severe weather drill shall be held each month. Each Geneva City school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.
- III. Procedures shall be developed as part of the Geneva City School System's Safety Plan to deal with other disasters and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically.

REFERENCE(S):

CODE OF ALABAMA
36-19-10, AAC §290-1-4-.01

HISTORY

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SANITATION

8.20

Each Geneva City School System principal or work site supervisor or designee, shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

REFERENCE(S):

**CODE OF ALABAMA
16-22-3, AAC §290-080-030-.03**

HISTORY

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VEHICLE INSPECTIONS

8.30

- I. All Geneva City Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.
- II. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

REFERENCE(S):

CODE OF ALABAMA
16-27-1, 16-27-3, 16-27-5, 16-27-6,
16-27-8, 32-6-49.1 to 32-6-49.20,
AAC §290-1-4-.01(2)

HISTORY

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SPECIAL USE OF SCHOOL BUSES

8.31

- I. Buses may be used for field, educational, and extracurricular trips.
- II. Any school which uses a bus for a trip shall reimburse the Geneva City Board of Education at the mileage rate established by the Board from the location of the bus to the destination and return.
- III. The Geneva City Board of Education shall be responsible for paying the driver for the extracurricular trip. The school shall be responsible for reimbursing the Board for salaries and applicable benefits as determined by the Board.
- IV. A school bus may not be used for an extracurricular trip where the round trip exceeds 425 miles, the trip requires an overnight stay, or the trip takes the group out of state without special approval of the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-27-2, AAC §290-1-4-.01(2)

HISTORY

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CHILD NUTRITION PROGRAM

8.40

- I. The Geneva City Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Geneva City School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Geneva City Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. The Superintendent shall develop and implement all policies and procedures in compliance with state regulations.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-080-030-.03**

HISTORY

ADOPTED: August 18, 2014

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MEAL PATTERNS

8.41

- I. All Geneva City schools with grades K-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
- II. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-080-030-.03

HISTORY

ADOPTED: August 18, 2014

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FACILITIES

8.50

- I. It shall be the responsibility of the Geneva City Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.
- II. The Board may involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, *e.g.*, architects, planners and approved outside consultants in the design, development and/or revision of the long- range capital program.
- III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school plant planning, to work with staff in developing project specifications.
- IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

REFERENCE(S):

**CODE OF ALABAMA
16-3-17, 16-4-21, 16-12-6, 16-12-7, 16-13-90, 16-9-22
AAC §290-2-2-03-.01**

HISTORY

ADOPTED: August 18, 2014

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SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the Geneva City Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.
- II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Geneva City Board of Education by the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 16-3-12, 16-3-14, 16-4-10, 16-13-90
AAC §290-2-2-.01

HISTORY

ADOPTED: August 18, 2014

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IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for Geneva City Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Geneva City School System employee or in honor of an organization which has made some outstanding contribution to the school or system.

All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-2-2-.02 et seq.

HISTORY

ADOPTED: August 18, 2014

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TECHNOLOGY AND TELECOMMUNICATION PLAN AND ELECTRONIC COMMUNICATION USE

8.60

- I. The Geneva City School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the Geneva City Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Such guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Geneva City School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are Geneva City Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
 1. Will not be obscene, abusive, or contain other inappropriate material.
 2. Will require the same handling as other public records.
 - C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.
 - D. Copyright and license agreements will be respected; no unauthorized copies of

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programs or files will be made.

- E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
- F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
- G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using Geneva City Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Geneva City School System Acceptable Use Policy. The Geneva City School System will periodically update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

REFERENCE(S):

CODE OF ALABAMA

16-11-9, 16-21-1 TO -3, AAC §290-1-4-.01(4)

HISTORY

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WELLNESS

8.62

The Geneva City Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with the Alabama State Board of Education's Implementation Guidelines for Exercise and Nutrition, the Geneva City School Board supports activities to encourage student wellness, including:

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
2. Providing students opportunities for physical activity such as physical education courses and intramural athletics;
3. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
4. Encouraging students to participate in the school meal program for which they are eligible; and
5. Supporting professional development for staff and informational programs for students on nutrition and physical education.

The Superintendent will designate an administrator to oversee the Board's efforts to promote student wellness and collaborate with parents, students, administrators and food representatives when developing student wellness policies and programs.

REFERENCE(S):

CODE OF ALABAMA
16-11-9

HISTORY

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CELL PHONE USE

8.63

The Geneva City School System prohibits the student use of all personal electronic communication devices, including cellular phones and pagers and beepers, at all schools after the beginning of school. Devices must be stored or kept in the student's automobile or locker. Exceptions may be granted by the school principal or designee.

Students involved in before or after school academic programs shall observe school hour rules during these programs. Student use of cellular phones/electronic communication devices is prohibited on school buses on regular routes before and after school. Student use of cellular phones or other electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor or coach.

Neither the school nor the school system will be responsible for the loss, damage, or theft of any electronic device brought to school or to a school event.

Violations of this policy will result in disciplinary action. Specific disciplinary consequences shall be addressed in student handbooks provided to students at each school at the beginning of the school year.

REFERENCE(S):

CODE OF ALABAMA
16-1-27; LEGISLATIVE ACT #89-953;
P.1880, §1, LEGISLATIVE ACT 2006-530, §1

HISTORY

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INFORMATION MANAGEMENT SYSTEM

8.70

The Geneva City School System shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure compatibility exists with the state information systems. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

The Geneva City School System adheres to all aspects of the *Family Educational Rights and Privacy Act (FERPA)* as it implements programs and procedures for collecting, managing, storing, transmitting, using, securing, reporting, and destroying data and student information. Appropriate use of data is essential to accelerating student achievement, planning, and school system program effectiveness.

School system data collection, management, and reporting is implemented according to Alabama State Department of Education guidelines and in a manner designed to preserve and protect individual and collective privacy rights and to ensure confidentiality and security of collected data. Local school and system student data is transmitted daily to the Alabama State Department of Education data management system from which state and federal reporting is completed. Each student is assigned a unique student identifier upon enrollment into the student management system to ensure compliance with the privacy rights of each student and his or her parents/guardians. No personally identifiable individual student data is shared in either state or federally required reporting.

Data collected by the school system is maintained within a secure infrastructure. Access to data is limited to pre-identified staff whose job responsibilities include required data collection, analysis, reporting, and management. Training in data security and student privacy laws is provided to these individuals on a regular basis to ensure compliance with school system policies and state and federal privacy laws.

Policy 5.70 Student Records and Policy 5.71 Directory Information describe additional school system policies and practices involving student data information.

REFERENCE(S):

CODE OF ALABAMA
16-8-9, 16-13-231

HISTORY:

ADOPTED: _____
REVISED: _____
FORMERLY: NEW

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RECORDS RETENTION AND DISPOSAL

8.80

- I. The Geneva City Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Geneva City School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.
- III. Document Preservation Plan and Litigation Hold for Electronic Records

The Board shall adopt a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. The Board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the Board receives a request from an opposing party for production of electronic records, the Board's counsel and the Board will determine the best approach to take in order to efficiently produce a complete and accurate response.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-13A-6, 36-12-2, 13-12-40, 41-13-1
ALABAMA STATE RECORDS RETENTION SCHEDULE #917

HISTORY

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