

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS 9.10

- I. Each Geneva City School System principal is encouraged to cooperate with parent and school support groups. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.
- II. Parent-Teacher Groups – The Geneva City Board of Education considers parent-teacher groups as auxiliaries to the public schools and not as “outside” groups. Whenever a local parent-teacher group is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the group in every way practicable. Meetings of these groups may be held in the school building with the permission of the school principal without the necessity of the lease required of “outside” groups.
- III. Booster Clubs – It shall be the policy of the Geneva City Board of Education to work with and encourage the support of band, academic, and athletic booster clubs.
 - A. All booster club activities shall be authorized by and coordinated with the school principal.
 - B. If Booster Club funds are a part of the local school's finances, then all funds shall be accounted for by the school principal; all purchases shall be approved by the school principal.
 - C. Booster clubs shall not directly or indirectly supplement the pay of band directors, coaches, advisors, or any other school employees.
 - D. All decisions concerning personnel employed by the Geneva City Board of Education shall be strictly reserved as a Geneva City Board of Education matter and shall not be the prerogative of booster clubs.
 - E. Any person paid solely by a citizen group must be approved by the Geneva City Board of Education prior to being permitted to work with students in the local schools.
- IV. The Geneva City School System administration shall appoint a federal program advisory council, a career-technical council, and other appropriate parent advisory committees/councils as needed.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, 36-25-1 et seq.

HISTORY

ADOPTED: August 18, 2014

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL
AGREEMENTS**

FAMILY AND SCHOOL PARTNERSHIPS FOR STUDENT ACHIEVEMENT

9.15

- I. The Geneva City School System and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The Geneva City School System will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title III, Title IV, Title VI, community involvement programs, business partnerships, and other community involvement activities. Parents will be afforded substantial and meaningful opportunities to participate in the education of their children.

- II. The Geneva City School System will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs which include the following:
 - A. Communication between home and school is regular, two-way and meaningful.
 - B. Communication between home and school includes conferences, telephone conversations, parent involvement meetings, written resource materials, community and system-wide surveys and needs assessments.
 - C. Responsible parenting is promoted and supported.
 - D. Family literacy and parenting skills are emphasized.
 - E. Parents play an integral role in assisting student learning.
 - F. Parents help their children meet challenging state and local content and achievement standards.
 - G. Parents are welcome in school and their support and assistance are sought.
 - H. Opportunities to volunteer are frequently communicated.
 - I. Parent participation on advisory committees strengthens program review, planning and improvement.
 - J. Parents are full partners in the decisions that affect children and families.
 - K. Community resources are utilized to strengthen school programs, family practices and student learning.

- III. The Geneva City School System will communicate parental choices and responsibilities to parents.

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

- IV. The Geneva City School System will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the professional development plan.
- V. The Geneva City School System will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
 - A. To determine the effectiveness of increasing parent participation;
 - B. To identify barriers to greater parent participation; and
 - C. To report the findings to the State Department of Education.
- VI. The Geneva City School System will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

REFERENCE(S):

**CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-3-1-.02(2)(a)
NO CHILD LEFT BEHIND ACT OF 2001**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC INFORMATION/RELATIONS

9.20

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the Geneva City Board of Education:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs, and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.
- II. To seek advice and opinion of the people of the community.
- III. To require Geneva City School System staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens and which would promote the welfare of the school system, provided that any news release by a particular school be approved by the principal or designee and that any release relating to the Geneva City School System as a whole shall be approved by the Superintendent or designee.
- IV. Media requests for interviews with minor students will be denied unless parental permission is given.

REFERENCE(S):

**CODE OF ALABAMA
16-3-11, 16-11-9, 16-12-2**

HISTORY

ADOPTED: August 18, 2014

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

USE OF FACILITIES

9.30

- I. General Policy
 - A. The Geneva City Board of Education believes the functions of school buildings and grounds should be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational needs of communities.
 - B. Use of school buildings by the community shall be considered a secondary function and shall be scheduled at times which do not interfere with regular school activities.
- II. Use Agreement – The Geneva City Board of Education shall direct the Superintendent to develop administrative rules and regulations governing the use of school facilities. The use of school facilities by individuals or groups shall be governed by a signed use agreement between the individual or group and the Board. The use agreement shall contain, but is not limited to, the following:
 - A. A "hold harmless" statement having the effect of holding the Board free from any liability arising from the negligence of the party using the facilities.
 - B. A statement requiring, with limited exception, any person or group leasing the school facilities to purchase liability insurance indemnifying the Board and its members as additional insured. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.
 - C. A statement that the individual or group lessee shall assume all responsibility for damage and/or maintenance expenses invested in the building, directly or indirectly resulting from lessee's use.
 - D. Persons responsible for payment in advance of Board-approved rental rates and fees for required employees, School System equipment, utilities, or other charges according to School System published rates for the current school year.
- III. The Geneva City Board of Education owned or controlled facility will not be used in any manner not covered under liability insurance purchased by the Board.
- IV. Limited Open Forum - Equal Access
 - A. Non-curriculum related student organizations shall have the same opportunity to use school facilities as any other student organization, regardless of religious, political, philosophical, or other content of the speech at such meetings, subject to the right and obligation of the Board to maintain order and discipline on school premises and to protect the well-being of students and faculty.

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

- B. The principal of the school may approve use of the school facility by a non-curriculum related student organization provided that:
1. The meeting occurs during non-instructional time and is attended by a school employee/designee who shall provide general supervision.
 2. The meeting is voluntary and student-initiated. Only students enrolled in the school may request the meeting.
 3. The meeting is not sponsored by the school, the Board, or employees thereof.
 4. The presence of Geneva City School System authorities or Board employees at any religious meeting is non-participatory in nature. The presence of school employees is for observation only.
 5. The meeting does not interfere with regular instructional activities of the school.
 6. The meeting shall not be directed, conducted, controlled or regularly attended by non-school persons.
 7. The non-curriculum related student group shall not use the school name, school mascot name, or any name that might imply school sponsorship.
- C. No school employee shall be compelled to attend a meeting of any student organization if the content of the speech at such meeting is contrary to the beliefs of the employee.
- D. Any student organization seeking to meet on school property during non-instructional time shall submit a written application to the school principal. Application shall include the following information:
1. The name of the organization.
 2. A general statement of the purpose of the organization.
 3. A description of the qualifications for membership, if any.
 4. A statement that the students understand and agree to comply with this equal access policy.
 5. A proposed schedule of meetings and activities.
- E. The principal shall deny approval to any organization whose purposes, qualifications for membership, or proposed activities are unlawful.
- F. Failure to comply with this policy shall be grounds for revocation of the right to continue to conduct meetings under this policy.

REFERENCE(S):

CODE OF ALABAMA
16-1-25, 16-10-11, 16-11-9, 16-11-11, 16-11-12, 16-12-3(a)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

ADVERTISING IN SCHOOLS

9.40

No commercial advertising shall be permitted by the Board in the buildings of the Geneva City School System or on school grounds or properties unless approved by the school principal. Commercial advertising on school websites shall be subject to principal approval. Commercial advertising on School System websites shall be subject to Superintendent approval.

School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.

A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.

Demonstrations of educational materials and equipment shall be permitted with the principal's approval.

Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations and/or advertising in programs or publications sponsored by parent-teacher organizations, booster clubs, or other parent groups.

REFERENCE(S):

CODE OF ALABAMA

16-10-6, 16-11-9, 16-12-3, 36-25-1(9), 16-46-6

HISTORY

ADOPTED: August 18, 2014

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

9.50

- I. Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to Geneva City School System students.

- II. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on Geneva City School System premises during school hours except as otherwise approved by the Superintendent. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent or designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent or designee.

REFERENCE(S):

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

HISTORY

ADOPTED: August 18, 2014

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

VISITORS

9.60

The Geneva City Board of Education welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Special programs and visiting days shall be planned throughout each school year to provide opportunities for such visits.

To protect instructional time and to promote safety and security in schools, visitors are asked to pre-arrange visits and schedule conferences in advance. All visitors are to report to the school office immediately upon arrival on school grounds and are to make the principal or other designated school personnel aware of the purpose of their visit.

Principals are responsible for establishing and communicating visitor procedures that ensure the proper protection of instructional time and that promote the safety and welfare of all students and employees. Principals are authorized to take actions necessary to deal with unauthorized visitors.

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a Geneva City school while school is in session or attend any Geneva City school activity unless the adult sex offender does all of the following:

- A. Notifies the principal or the school, or his/her designee, before entering onto the property or attending the school activity;
- B. Immediately report to the principal of the school, or his/her designee, upon entering the property or arriving at the school activity; and,
- C. Complies with any procedures established by the school to monitor the whereabouts of the sex offender during his or her presence on school property or at a school activity.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-3-1-.02(a)
LEGISLATIVE ACT 2014-241

HISTORY:

ADOPTED: 8/18/2014
REVISED: _____
FORMERLY: 9.60

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

RELATIONS WITH GOVERNMENTAL AUTHORITIES

9.70

- I. The Geneva City Board of Education will cooperate with local, state, and federal organizations and agencies when it is in the best interest of the system.
- II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; final action shall be subject to Board review and approval.
- III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.
- IV. Formal agreements shall require Board approval. The Geneva City Board of Education shall also review and approve major cooperative agreements or arrangements between other school systems, colleges, universities, correctional schools, or other educational organizations.
- V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

REFERENCE(S):

CODE OF ALABAMA
16-11-9, 16-12-3, AAC §290-4-1-.01(2)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC GIFTS TO SCHOOLS

9.80

The Geneva City Board of Education may receive gifts which may serve to enhance and extend the work of the schools.

- I. Equipment contributed to the schools becomes the property of the Geneva City Board of Education and is subject to the same controls and regulations that govern the use of other Board property.
- II. Contributions of equipment or services that may involve major costs for installation or maintenance, or continuing financial commitments from school funds shall be presented by the Superintendent to the Geneva City Board of Education for consideration and approval.
- III. Individuals or organizations desiring to contribute supplies or equipment shall consult with school officials regarding the acceptability of such contributions in advance of the contribution.
- IV. All employees in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision makers in the purchase of school-related goods and services.

REFERENCE(S):

CODE OF ALABAMA
16-3-29, 16-3-30, 16-3-31, 16-11-9, 16-11-11, 16-12-3
AAC §290-4-1-.01(3)

HISTORY

ADOPTED: August 18, 2014

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS

PUBLIC COMMENTS AND COMPLAINTS

9.90

- I. Comments – Constructive comments regarding the schools are welcomed by the Geneva City Board of Education when motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions so that they may be free from unnecessary, spiteful, or negative criticism or complaint. Therefore, when a complaint is made to the Board or an individual, it will be referred to the school administration for possible resolution.
- II. Complaints
 - A. The Geneva City Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, learning materials, or other school matters is as follows:
 1. Teacher
 2. Principal
 3. Superintendent
 4. Board of Education
 - B. The Geneva City Board of Education will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level. Complaints which involve the "good name" or "character" of an individual shall be heard in executive session as allowed by Alabama law.

REFERENCE(S):

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

HISTORY

ADOPTED: August 18, 2014

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

AASB (Alabama Association of School Boards)	2.12, 2.20
Absence Notification, Employee	6.70.1
Academic Eligibility, Extracurricular Activities	5.80
Acceptable Use of Computer Technology	5.90
Acceptable Use of Electronic Resources	5.90, 8.60
Accident Report, Student Injury	5.60
Accountability	2.25, 7.20
Accountability Reports	7.20
Accounting for Clubs and Organizations	7.35
Acquisition, Use and Exchange of School Property	7.61
Administration in the Absence of Policy	2.23
Administration of Medication	5.62
Administrative Organization	3.10
Admission Fees, School Events	4.16
Admission of Homeless, Migratory, Immigrant, and ESL students	5.10.1
Admittance and Enrollment Requirements	5.10, 5.10.1, 5.11
Advanced Placement Courses	5.24
Advertising in Schools	9.40
Advisory Councils, Committees	9.10
AED (Automated External Defibrillator) Use	5.68
Age of Compulsory School Attendance	5.41
Agenda, Board Meetings	2.22
Alabama Association of School Boards (AASB)	2.12, 2.20
Alabama Courses of Study	4.10
Alabama High School Athletic Association (AHSAA)	5.81
Alabama High School Diploma	5.22, 5.23
Alabama High School Diploma with Advanced Academic Endorsement	5.22, 5.23
Alcohol, Prohibition at School System Activities	3.42
Americans with Disabilities Act (ADA)	3.44
Annual Leave of Absence	6.70
Anti-Bullying	5.28
Assessment Program	4.60, 4.61
Athletics	5.80, 5.81, 5.82
At-Risk Program	4.12
Attendance and Absences, Student	5.40
Audits	7.50
Authority, Board Member	2.20
Authorized Signatures, Expenditures	7.93
Automated External Defibrillator (AED) Use	5.68
Awards and Recognition Expenditures	7.92
Background Checks, Employee	6.16
Bank Reconciliation	7.13
Bereavement Leave	6.70.9
Bidding, Purchasing	7.60, 7.65
Blanket Purchase Orders	7.65
Board Attorney	2.30
Board Meetings	2.22
Board Member Authority	2.20
Board Member Compensation	2.24
Board Member Development and Training	2.12
Board Member Duties	2.20
Board Member Ethics	2.20

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Board Member Impeachment	2.13
Board Member Orientation	2.12
Board Member Qualifications	2.11
Board Member Removal	2.13
Board Member Resignation	2.13
Board of Education Committees	2.26
Board of Education Vacancies	2.13
Board Officers	2.21
Board Organization	2.21
Board Policy Development and Adoption	2.23, 2.31
Board Responsibilities	2.20
Bonded Indebtedness	7.41
Bonded Personnel	7.40
Booster Clubs	7.35, 9.10
Budget Committee, Classroom Instructional Support Funds	4.20
Budget Development	7.10, 7.33
Budget Hearings	7.10
Bullying, Prevention of	5.28
Candidates for Political Office	6.32
Canine Law Enforcement, Use of	5.31.4
Care of Students Before and After School	3.24.1
Career Technical Class Safety	4.82
Career Technical Cooperative Education Program	4.81
Career Technical Equipment	4.83
Career Technical Graduates Placement and Follow-up	4.85
Career Technical Live Work Programs	4.84
Cell Phone Use	8.63
Challenge of Instructional Materials, Library Books	4.30
Challenged Materials	4.30
Chaperones, School Events	4.44
Checking Accounts	7.14
Check-Out, Student	5.34
Child Nutrition Program	7.31, 8.40, 8.41
Classroom Instructional Support Funds	4.20
Closing Time of Schools	3.24
Clubs and Organizations	4.50, 7.35, 9.40
Code of Ethics, Board of Education	2.20
Code of Student Conduct	5.17, 5.30, 5.30.1, 5.31, 5.33, 5.80, 5.81
Committees of the School Board	2.26
Communicable Diseases and Conditions	3.80
Community Relations	9.70
Compensation, Board Member	2.24
Compensatory Time	6.86
Competitive Bid	7.60
Compulsory School Attendance	5.41
Computer Networks	5.90, 8.60
Concessions	4.16
Conduct and Supervision, Student	5.30, 5.31
Conflicts of Interest, Employee	6.14
Construction, Supervision of	8.51
Continuing Service Status, Tenure	6.21
Continuous Improvement Plans	2.25
Contract of Superintendent	3.21

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Contract Principals, Administrators	6.50
Contracts for Personnel	6.83
Controversial Issues, Curriculum	4.10, 4.31
Copying Public Records	3.51
Copyright Law, Technology Resources	5.90
Criminal Background Checks	3.70, 6.16
Current Indebtedness	7.41
Curriculum Content	4.10
Curriculum Development	4.10
Curriculum Materials	4.10
Deadly Weapons, Possession of	5.32
Depository of Funds	7.15
Detention, Search and Seizure	5.31
Diplomas	5.22
Directory Information	5.71
Discipline, Student	5.30
Discrimination, Prohibition of	3.44
Disposal of Surplus Property	7.62
Distribution of Literature and Materials to Students	9.50
Drills, Safety and Emergency	8.15
Driver's License, Learner's Permit Revocation	5.42
Drug and Alcohol Testing, Employee	6.80
Drug and Alcohol Testing, Student	5.82
Drug Free Workplace	6.72
Drug-Sniffing Dogs, Canine Law Enforcement	5.31.4
Dual Credit	4.17
Dual Enrollment	4.17
Due Process	5.29
Duties of the Superintendent	3.22
Duties, Board Member	2.20
Education Accountability	2.25
Electronic Images, Surveillance	5.31.1
Electronic Mail	5.90, 8.60, 8.80
Electronic Records	8.80
Eligibility, Athletics	5.80, 5.81, 5.82
Eligibility Criteria, Special Education	4.11
Emergency Drills	3.40, 8.15
Emergency Plans	3.40
Emergency Response Team	5.68
Emergency School Closing	3.25
Emergency Temporary Transfers	6.90
Employee Contracts	6.83
Employee Drug Testing	6.80
Employee Grievances	6.41
Employee Orientation Program	6.18
Employee Records	6.82
Employee Recruitment Plan	6.10
Employee Salary Schedules	6.83
Employee Transfers	6.90
Employee Vacancies, Posting	6.12
Employees Annual Leave of Absence	6.70
Employment Requirements	6.12, 6.13, 6.16
Employment Status	6.11

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Equal Access to Library Materials, Information Resources	4.22
Equal Opportunity Education	3.44
Equal Opportunity Employment	6.10
Equipment Inventories	7.64
Equipment Maintenance, Repair in Career Technical Programs	4.83
Ethics Violations	6.14, 6.31
Ethics, Board Member	2.20
Evacuation Drills, Plans	8.15
Evaluation of Employees	6.60
Excused Absences	5.40
Executive Officer of the Board of Education	2.21, 3.10, 3.13
Executive Session, Board Meetings	2.22
Expenditure of Funds	7.93
Exposure Control Plan	3.80
Expulsion	5.33
Extracurricular Activities	5.80, 5.82
Eye Protection Devices	5.64
Facilities Planning	8.50
Facilities, Construction and Renovation	8.50, 8.51
Facilities, Use Agreements	9.30
Family and Medical Leave	6.70.3, 6.710.3.1
Family Educational Rights and Privacy Act (FERPA)	5.70, 5.71
Family Literacy, Parent Education	9.15
Fees and Tuition	7.21
Field Trips	4.43
Financial Accounting, Annual Report	7.12, 7.20
Financial Record Reconciliation	7.13
Financial Reports	7.12
Financial Statement	7.12
Fingerprinting	6.16
Fire Drills	8.15
First Grade Admission	5.11
Flag Display, Pledge of Allegiance	3.60
Food Service Funds	7.31
Full Time Employee	6.11
Fund Raising for School Projects and Activities	7.90
Gifted Students	4.11
Gifts	6.14.1, 6.31, 9.80
Government Relations	9.70
Graduation Requirements	5.22
Grievance Procedure	6.41
Grievances, Employee	6.41
Grievances, Student	5.35
Harassment, Prohibition of	3.43, 5.28
Hazing Prohibited	4.50
Highly Qualified Status, Employee	6.17
Highly Qualified Status, Teachers	5.72, 6.17
Holidays	3.12
Homeless Students	5.10, 5.10.1
Homework	4.13
Honor Graduates	5.23
Illegal Drugs, Prohibition at School System Activities	3.42
Illness, Student	5.61

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Immigrant Students	5.10, 5.10.1
Immunization Certificate	5.10, 5.10.1
Impeachment of Board Member	2.13
Improvements to School Plans and Grounds	8.50, 8.53
Indebtedness	7.41, 7.91
Individualized Education Plan (IEP)	5.11, 5.22, 5.29, 5.30.1, 5.33, 5.40
Individuals with Disabilities Act (IDEA)	3.44, 4.11
Infection Control	3.80
Information Management System	8.70
Injury, Student	5.60
Inservice Genevaortunities, Employee	6.18
Inspections	8.14, 8.30
Inspections, Vehicle	8.30
Instructional Materials	4.21
Instructional Media	4.23
Insufficient Funds and Worthless Checks	7.42
Insurance Coverage	7.70
Insurance, Risk Management	7.70
Inter-agency Agreements	9.70
Internet Use and Access	5.90, 8.60
Interrogation of Students by Law Enforcement	5.31.3
Inventories, Property Management	7.64
Investigation of Harassment	3.43, 5.28
Investment of Funds	7.32
Involuntary Transfers	6.90
Job Descriptions	6.12, 6.13
Joint Purchasing	7.60
Jury or Witness Duty Leave	6.70.5
Kindergarten Admission	5.11
Law Enforcement Visits to Schools	5.31.3, 5.31.4, 5.31.5
Leave for Training, Non-Certified Employees	6.70.8
Leave of Absence, Annual	6.70
Legal Counsel	2.30
Legal Status, System	1.12
Library Enhancement Funds	4.20
Library Materials Selection	4.23
Library Media Centers	4.22, 4.23
Limited English-Proficient Students	5.10, 5.10.1
Limited Open Forum, Use of School Facilities	9.30
Limits of Care, School System Responsibility	3.24.1
Literature Distribution to Students	9.50
Litigation Hold for Electronic Records	8.80
Live Work in Career Technical Programs	4.84
Local Vendor Preference	7.60
Lost or Damaged Textbook Fees	4.16, 4.21
Lost Property	7.63, 7.64
Magazines, Student	4.51
Make-Up Work	5.40
Maternity Leave	6.70.10
Meal Patterns	8.41
Media Requests	9.20
Medical Examinations, Employee	6.16.1
Medical Review Officer	6.80

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Medication	5.61, 5.62
Meetings in School Facilities	9.30
Membership in Professional Organizations	6.33
Merchandising, Fund-Raising	7.90
Metal Detector Use	5.31.2
Migratory Students	5.10, 5.10.1
Military Family and Medical Leave	6.70.3.1
Military Leave	6.70.6
Minutes, Board Meetings	2.22
Monthly Financial Record Reconciliation	7.13
Nepotism	6.15
Non-Accredited Schools, Home Schools	4.80
Non-Probationary Status, Non-certified Personnel	6.21
Non-resident Students	5.10
Notification of Absence, Employee	6.70.1
Notification of School Closing, Emergencies	3.25
Officers Leave, Professional Organizations	6.70.8
Officers, Board of Education	2.21
Omnibus Transportation Employee Testing Act	6.80
On-the-Job Injury Leave	6.70.4
On-the-Job Training, Career Technical Education	4.81
Opening Time of Schools	3.23
Organization Board Meeting	2.21, 2.22
Organization of Responsibilities	3.10
Organization, Board of Education	2.21
Orientation of Board Members	2.12
Orientation of Employees	6.18
Overtime	6.86, 6.87
Parasites	3.80
Parent Involvement	5.73, 9.15
Parent Involvement: Family School Partnerships	9.15
Parent Notification of Teacher Qualifications	5.72, 5.73
Parent Organizations and School Support Groups	9.10
Parents' Right to Know	5.72, 5.73
Part Time Employee	6.11
Payroll Procedures	7.23
Performance Assessment, Employee	6.60
Period of Quiet Reflection	3.61
Personal Leave	6.70.7
Personnel Evaluation	6.60
Personnel File	6.82
Personnel Orientation	6.18
Personnel Records	6.82
Personnel Transfers	6.90
Personnel Vacancies	6.12
Physical Restraint	5.30.2
Placement and Follow-up of Career Technical Graduates	4.85
Pledge of Allegiance, Flag Display	3.60
Policy Administration	2.23
Policy Development and Adoption	2.23, 2.31
Policy Dissemination	2.23
Policy Suspension	2.23
Political Activities, Employees	6.32
Possession of Alcohol, Illegal Drugs at School Events	3.42

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Possession of Deadly Weapons, Employee	6.30.1
Posting Vacant Positions	6.12
Prescription Medication	5.62
Prevention of Student Harassment, Bullying	5.28
Principals' Responsibilities	3.10, 3.30
Professional Development Funds	4.20
Professional Leave and Leave for Training	6.70.8
Professional Organizations	6.33
Prohibition of Harassment	3.43, 5.28
Prohibition of Tobacco Products	3.45
Promotion and Retention Standards	5.26
Promotion Criteria	5.26
Property, School	7.61, 7.62, 7.63, 7.64, 8.53, 9.30
Public Appearance of School Groups	4.42
Public Comments	2.22, 9.90
Public Gifts to Schools	9.80
Public Information	3.50, 9.20
Public Records	3.50, 3.51
Public Works Act	7.60
Publications, Student	4.51
Purchase Orders	7.65
Purchasing, Bidding	7.60, 7.65
Qualifications of Board Member	2.11
Qualifications of the Superintendent	3.20
Qualifications, Employee	6.13
Quiet Reflection, Period of	3.61
Quorum, Board of Education	2.21, 2.22
Records Retention and Disposal	8.80
Recruitment of Personnel	6.12
Reduction in Force	6.91
Reimbursement, Travel Expense	7.24
Remedial Instruction	4.12
Removal of Board Member	2.13
Report Cards	4.71
Reporting Harassment	3.43, 5.28
Reserve Funds	7.33
Resident Students	5.10
Resignation, Employee	6.93
Resignation of Board Member	2.13
Resolution Factors. Board Meetings	2.22
Responsibilities of Principals	3.10, 3.30
Responsibilities of the Superintendent	3.22
Retention Criteria	5.26
Retirement	6.92
Revocation of Driver's License, Learner's Permit	5.42
Rights and Responsibilities, Student	5.17, 5.29, 5.30
Risk Management Insurance	7.70
Safe and Secure Schools	3.25, 3.40
Safety in Career Technical Classes	4.82
Safety Inspections	8.14, 8.30
Safety Plans	3.25, 3.40, 8.10, 8.15
Safety Reports	8.10, 8.14
Salary Deductions	6.83, 7.23

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Salary Schedules	6.83
Salutatorian Criteria	5.23
Sanitation	8.20
School Calendar	3.12
School Day	3.12
School Donations, Supplemental Funds	4.15
School Food Service	8.40
School Functions	4.44
School Improvement	2.25
School Safety	3.25, 3.40, 5.30, 5.31.1, 5.31.2, 5.31.3, 5.31.4, 5.32, 8.10, 8.15
School Security	3.40
School Social Functions	4.44, 4.50
School Stores	7.22
School Support Groups, Parent Organizations	9.10
School System Beliefs	1.10
School Volunteers	3.70
School Year	3.12
Scope of the School System	2.10
Searches, Student	5.31
Secretary to the Board of Education	2.21, 3.13
Selection of Superintendent	3.13
Separation of Employee	6.50
Sexual Harassment, Prohibition of	3.43
Short-Term Notes	7.91
Sick Leave	6.70.9
Sick Leave Bank	6.70.9, 6.71
Sick Leave Bank Committee	6.71
Solicitation of Gifts Prohibited	6.14.1, 6.31
Special Education Program	4.11
Special Use of School Buses	8.31
Sponsors, School Events	4.44, 4.50, 7.30
Standard Precautions	3.80
Stolen Property	7.63, 7.64
Student Behavior, Discipline, Conduct	5.17, 5.30
Student Check-Out	5.34
Student Clubs, Organizations	4.50
Student Driver's License, Learner's Permit Revocation	5.42
Student Enrollment	5.10, 5.11
Student Fees, Fines, and Charges	4.16, 7.21
Student Grievances	5.35
Student Illness	5.61
Student Information	5.70, 5.71
Student Injury	5.60
Student Newspaper	4.51
Student Publications	4.51
Student Records, Confidentiality	5.70, 5.71
Student Rights and Responsibilities	5.17, 5.29, 5.30
Students with Disabilities	4.11
Substitute Teachers	6.20
Summer Programs	4.14
Summer School	4.14

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Superintendent Contract	3.21
Superintendent Qualifications	3.20
Superintendent Responsibilities	3.22
Superintendent Selection	3.13
Supervision of Construction	8.51
Supervision of Relatives	6.15
Supervision of Students	3.23, 3.24, 3.24.1, 5.30
Supplemental School Donations	4.15
Surety Bonds	7.40
Surveillance Camera Use	5.31.1
Suspension of Policy	2.23
Suspension, Termination, Separation of Employees	6.50
System Legal Status	1.12
System Owned Equipment and Materials, Use of	6.14.2
System Philosophy	1.10
Teacher Attendance Incentive Program	6.68
Teacher Certificate	6.16
Teacher Tenure, Continuing Service Status	6.21
Technology and Telecommunications Plan	8.60
Technology Funds	4.20
Telecommunications and Technology Plan	8.60
Temporary Employee	6.11
Term of Board Members	2.11, 2.13
Termination of Employee	6.50
Test Security	4.61
Testing Irregularities	4.61
Testing for Drugs	5.82, 6.72, 6.80
Textbook Adoption Committee	4.21
Textbook Management	4.21
Tobacco Use, Prohibited in School System Facilities	3.45
Transfers from Non-Accredited or Home Schools	4.80
Transportation, Field Trip	4.43
Travel Expense Reimbursement	2.24, 7.24
Trespassing	9.60
Trips, Student	4.43
Truancy	5.40
Tuition Reimbursement	6.17
Tuition, Fees	7.21
Unannounced Visits by Law Enforcement	5.31.3
Unexcused Absences	5.40
Unexpired Term of Board Member	2.13
Use of Facilities	9.30
Use of Federal Funds for Highly Qualified Status	6.17
Use of School System Owned Equipment and Materials	6.14.2
Vacation Leave	6.70.2
Valedictorian Criteria	5.23
Vehicle Inspections	8.30
Video Surveillance Equipment, Use of	5.31.1
Violation of Law, Employee	6.30, 6.30.1
Violence Prevention	3.40
Visitors	3.40, 9.60
Voluntary Transfers	6.90
Volunteers	3.40, 3.70

**GENEVA CITY SCHOOL SYSTEM POLICY
MANUAL**

Voting, Board Meetings	2.22
Weapons	5.32
Weapons, Possession by Employees	6.30.1
Weather Drills	8.15
Websites	5.90, 8.60
Wellness Program	8.62
Worthless Checks, Insufficient Funds	7.42
Yearbooks, Student	4.51