

# GENEVA CITY SCHOOLS HANDBOOK

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**GENEVA CITY BOARD OF EDUCATION  
511 PANTHER DRIVE  
GENEVA, ALABAMA 36340  
TELEPHONE (334) 684-1090  
FAX (334) 684-3128  
WWW.GENEVACITYSCHOOLS.COM**

**GENEVA CITY BOARD OF EDUCATION**

Chairman	Mr. Russell Clausell
Vice Chairman	Mr. Michael Booth
Member	Mr. Ricky Brackin
Member	Mr. Colby Hidle
Member	Mrs. Tewanna Marks

**ADMINISTRATION**

Ron Snell	Superintendent
Heath McInnis	Child Nutrition/Transportation/School Safety/Maintenance
Erica Wright	Special Education/Federal Programs Coordinator
Ricky Nickolson	Technology Coordinator
Michael Morris	Technology Specialist
Kim Gillespie	Chief School Financial Officer
Michael Crews	Geneva High School Principal
Brent Johnson	Geneva High School Assistant Principal
Wendy Metz	GHS Career Technical Director
Gerid White	Geneva Middle School Principal
Donnie Smith	Geneva Middle School Assistant Principal
Jami Seay	James A. Mulkey Elementary School Principal
Brent Justice	James A. Mulkey Elementary School Assistant Principal

**FORWARD**

This handbook should not be considered solely as a rule book but rather as an information book to help you in all aspects of student life at Geneva City Schools. No handbook can be all-inclusive. There may be situations that arise, such as pandemics, emergencies, natural disasters, etc which are not covered in this handbook. These types of events will be dealt with on an individual basis.

**EPA Notice**

All Geneva City Schools have been inspected by an EPA-approved asbestos inspector. A management file is maintained in the school office as required under the AHERA regulations. The file is available to any parent to view.

**Non-Discrimination Statement**

Geneva City Schools does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law and prohibits discrimination, including harassment, in any education program or activity that it operates. Retaliation against anyone who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or participates in an investigation or grievance process is also a violation of Geneva City Schools' nondiscrimination policy and is prohibited.

Geneva City Schools has designated the following individual(s) to coordinate efforts to comply with and carry out its nondiscrimination responsibilities, and questions regarding the Geneva City Schools nondiscrimination commitments, as well as related laws, regulations, and District policies, may be referred to the designated employee(s):

Geneva City Schools' Title IX Coordinator is:

Ron Snell, Superintendent  
511 Panther Drive, Geneva, AL 36340  
Email: [snellr@gck12.com](mailto:snellr@gck12.com)  
(334) 684-1090

Geneva City Schools' 504 Coordinator is:

Erica Wright, Assistant Superintendent  
511 Panther Drive, Geneva, AL 36340  
Email: [wrighte@gck12.com](mailto:wrighte@gck12.com)  
(334) 684-1090

## **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in the Geneva City School System are subject to the policies of the Geneva City Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not necessarily limited to, the following:

- transportation on school buses,
- field trips,
- club or organization meetings,
- occupants in an automobile driven or parked on school property,
- school groups representing the school system in educational events,
- other school-sponsored events including, but not limited to, athletic events (football, baseball, basketball games, etc. on and off campus), dances, plays, etc., and usual and customary parking areas at facilities used for school-sponsored activities.

The *Code of Conduct* is in effect during the time a student is transported under the sponsorship of the school system and during the time he/she is attending school, is attending a school-sponsored event, or is a participant in a school-sponsored event as noted above. The pupil shall be under the control and supervision of the principal, the teacher, other staff members in charge, or the bus driver as assigned.

## **GENEVA CITY SCHOOLS SLOGAN, MISSION, AND BELIEFS**

### **OUR MOTTO**

Geneva City Schools: Growing the Tradition of Excellence

### **OUR VISION**

The vision of Geneva City Schools is to provide quality education to all students in order to produce graduates prepared for college, career, and life.

### **OUR MISSION**

The mission of Geneva City Schools is to provide challenging instructional programs, enriching extracurricular experiences, and a wide variety of opportunities for students to explore their interests, expand their dreams, and develop their talents.

**OUR BELIEFS: In Geneva City Schools we believe:**

- that we will be the highest achieving school system in the Wiregrass in academics, the arts, and athletics.
- that the path to success is not identical for all students; educational paths should therefore be individualized.
- that we will educate students to be productive, contributing members of society.
- that all stakeholders need to be involved in a child's education--it takes a village!
- that the mental health and physical safety needs of our students and teachers must be met before learning can take place.
- that school safety, positive relationships, academic achievement, persistence, and leadership will be core values.
- that we must work towards where the student can go and not focus upon where he or she is now. We will have a growth mindset.
- that all students can learn a challenging curriculum given enough time and support.
- that we will operate in unity towards the common goal of achievement and growth for all students.
- that kids get smarter by working harder. We will ensure that students are the hardest working people in the room.

## MESSAGES FROM BOARD OF EDUCATION, SUPERINTENDENT, PRINCIPALS, AND SGA REPRESENTATIVES

### MESSAGE FROM THE SCHOOL BOARD CHAIRPERSON - *Russell E. Clausell Sr.*

Dear Students, Faculty, and Staff,

On behalf of the Geneva City School Board, it is my honor to welcome you to the 2024-2025 school year. We are immensely proud of our GCS family and their continued excellence in education. As a board, we are committed to providing the best possible technology that will enhance our learning efforts as well as creating a safe and secure environment for everyone in our school system.

We are filled with excitement for the upcoming year and have no doubt that it will be one of our best yet. Our dedication to a standard of excellence remains unwavering, and we will continually strive to surpass previous achievements. It is through teamwork and collaboration that Geneva City Schools has established itself as one of the finest systems in the area.

Thank you for being a part of our thriving educational community. Together, as we embark on this new academic journey, let us embrace the opportunities that lie ahead, celebrate our successes, and support one another in reaching new heights.

With warm regards,

Russell E. Clausell Sr  
Chairman,  
Geneva City School Board

**“Panther Pride!”**

*Every Child.*

*Every Chance.*

*Every Day.*

### MESSAGE FROM THE SUPERINTENDENT - *Ronald L. Snell*

Dear Students, Parents, and Guardians,

Welcome to the new school year! It is with great excitement and anticipation that we begin another journey of learning and growth together. As Superintendent, I am proud to lead a community dedicated to the success and well-being of every student. Our school system is committed to providing a safe, supportive, and engaging environment where each student can thrive academically, socially, and emotionally. We believe in fostering a culture of excellence, where high expectations and continuous improvement are the cornerstones of our educational philosophy.

The student handbook is an essential resource for understanding the expectations that guide our daily operations. It is designed to ensure that everyone in our school community is informed and empowered to contribute positively to our school environment.

As we embark on this academic year, I encourage you to take full advantage of the opportunities available to you. Participate in extracurricular activities, seek help when needed, and always strive to do your best. Remember, education is not just about acquiring knowledge but also about developing character, building relationships, and preparing for the future. Parents and guardians, your support and involvement are crucial to the success of our students. We value your partnership and invite you to engage with our schools through various programs, meetings, and volunteer opportunities. Together, we can make a significant impact on our children's education.

Thank you for being a part of our school community. Let's make this year a remarkable one, filled with achievements, growth, and memorable experiences. **As Always, Go Panthers!**

**J. A. M. E. S.**

**Principal's Message- Jami W. Seay**

Dear MES Panthers,

On behalf of the staff at James A. Mulkey Elementary School, I am happy to welcome you to the 2024-2025 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities with the utmost care.

At Mulkey Elementary, the staff, faculty, and administration are honored that you entrust us with your precious ones. The hours that your children are with us each day are so important. Here's to a great school year! Please do not hesitate to call and/or email me or any of the MES staff if we can assist you and your child.

**J.A.M.E.S SGA President Message- Mackenzie Finch**

Dear MES Students: I hope everyone had a great summer break! I am super excited to be your new SGA president and look forward to working with each of you to help make our school a better place. I am sad to see summer end but can't wait to help make this school year the best year yet! Go Panthers!

**GENEVA MIDDLE SCHOOL**

**Principal's Message- Gerid White**

Welcome back Panther family. I consider it a wonderful opportunity to work with you through this year. My goal is to see Geneva Middle School lead the area in academics, athletics, cheering, and the humanities.

Students, your teachers, coaches, counselors, sponsors, and administration have worked hard this summer to provide you with the best opportunities for success. Many of your teachers participated in professional development this summer and spent long hours here preparing for your school year. Your coaches have worked hard instructing you through summer workouts and practices. Our band director has worked tirelessly to ensure that summer band camp transitions into an awesome year. The Geneva Middle School counselor has developed, reviewed, and revised a schedule that offers you the most learning opportunities possible from each course. Your administration has planned the course for the year and prepared the facilities with Geneva Pride.

Parents, I would like to offer several opportunities for you to be involved in your school. Involvement opportunities include but are not limited to: being a member of our Annual Continuous Improvement Plan (ACIP) committee, participating in our Parent Teacher Organization (PTO), and/or chaperoning school-sponsored events.

Lastly, I hope that each student has an outstanding year at Geneva Middle School! We look forward to making this the best year yet.

Sincerely,  
Gerid White  
Principal, Geneva Middle School

### **GMS SCA President - Ava Mixon**

Hello, students, staff, and faculty! Welcome to yet another school year. I hope you had an amazing summer! It went by pretty fast, but I'm looking forward to a new school year with you. If you have any questions or just need someone to talk to, I'm always here for you. Always remember, "One nice comment can make someone's day." Please be kind to others, so we can work together to make this school year the best yet. Being GMS president has been a big dream of mine, and I feel honored that you trust me to fulfill this important role. I hope you all have a great first day and, "Go Panthers!"

## **GENEVA HIGH SCHOOL**

### **Principal's Message - Michael Crews**

I am honored to welcome you to Geneva High School. Our dedicated teachers and support staff have worked diligently to prepare for a promising school year, helping prepare our students to become college and career ready and equipping them with the necessary skills to compete in a competitive and global society.

At GHS, we strive to provide the safest learning environment possible in which students can increase their academic performance. Rigorous course programs, comprehensive pathways, intensive interventions, and effective teaching prepare our students to be productive citizens and lifelong learners in an ever-changing world. GHS students achieved a 100% graduation rate and College and Career Readiness rate for the past two school years, earning the titles of an A+ College Ready School of Excellence and School of Distinction. We expect to celebrate these same successes for the 2024-2025 academic year.

We know our students have great potential, and it requires every individual in their lives to purposefully work together for their success. We believe that close cooperation between school and home is essential for your student's optimal education experience. We welcome your support this school year, for we know a collaborative effort will enable us to reach our collective and individual goals and celebrate the achievements of our students. With the continued support of the community, faculty and staff, families, and students, GHS will continue to thrive as we continue to grow our tradition of excellence. We are BETTER TOGETHER, and as always, Go Panthers!

### **SCA President - Kaden Ward**

As we embark on another year here at GHS, I want to take this opportunity to officially welcome you back for the 2024-2025 academic year. I am very honored to be able to serve as your Student Government President. As I take on this role, I am reminded of the countless opportunities and challenges that lie ahead of us this year. Together, we can recap the opportunities in front of us to achieve better things for ourselves, GHS, and our community, and we can overcome the challenges that lie in our way.

The halls of GHS have long been filled with rich traditions anchored in school spirit. My goal this year is to honor and preserve our history and traditions while glimpsing at the future with confidence and hope that we can make this year the best yet!

Please know that I am always available and approachable if you have any questions, suggestions, or concerns. I wish you the best of luck this year, and as always, GO PANTHERS!

## ENROLLMENT

### Non-Resident Student Enrollment Requirements

The Geneva City Board of Education defines resident students as those who reside in the existing Geneva City School District. For purposes of the admission policy, the residence of the student will be the residence of the parent(s) or legal custodian/guardian. If custody of the child is shared between parents, the residence of the student shall be that of the parent who has **primary physical custody** of the student, as established by an appropriate order issued by a court of competent jurisdiction of the State of Alabama.

Students whose custodial parent(s) or legal guardian(s) reside outside the existing Geneva City School District are considered non-resident students. The Geneva City School Board allows non-resident students to attend school in the Geneva City School System when all of the following criteria are met:

- Student class-size or space availability
- Program capacity availability
- Academic, behavioral, and attendance records are satisfactory
- Completion of an Application of Non-Resident Admission
- Successful interview with the school principal

Custodial parents or legal guardians residing in other school districts will not be permitted to circumvent residency requirements and attendance zone lines for executing temporary powers of attorney delegating parental authority to relatives or other persons residing within the attendance lines of Geneva City School System. Powers of Attorney under Section 26-2A-7 of the Code of Alabama are temporary and will require documentation of the type(s) of circumstances contemplated by the legislature and verification that the student resides with the person to whom authority has been delegated. Temporary delegation of parental authority may be accepted based upon information provided to the principal through a written request fully documenting the emergency situation or extenuating circumstances justifying the temporary delegation of authority. Power of attorney or delegation of authority may not be used for the primary purpose of attending Geneva City Schools.

When the power of attorney or delegation of authority is accepted and approved by the Principal, the custodial parent(s) or legal guardian(s) may grant temporary power of attorney or delegation of authority for a duration of time as appropriate under the circumstances, not to exceed one calendar year (this is for military purposes only).

### Application Process for Admission as a Non-Resident Student

Interested students must submit a completed application to be considered for admission. All submitted applications will be screened, but may not be accepted. Submission of an application and accompanying documentation in no way guarantees acceptance into the Geneva City School System. Non-resident students interested in enrollment for the **2024-25 school year** must submit a completed application to the appropriate school principal, and it must be approved before the student may attend school. Non-resident applications will be processed during two times of the school year. The deadline for the first semester will be the Friday before Labor Day. The second deadline for the second semester will be the Friday before Martin Luther King Day. A late application may be considered for families purchasing/building a home.



Mulkey Elementary (Grades K-5)  
800 West Meadow Avenue  
Geneva, AL 36340

GMS (Grades 6-8)  
501 Panther Drive  
Geneva, AL 36340

GHS (Grades 9-12)  
505 Panther Drive  
Geneva, AL 36340

Applications will be accepted by mail or may be hand-delivered to the above addresses between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Applicants must also arrange to have official education records from their current school submitted directly by that school. Education records must include a copy of the current report card, transcript, discipline, and attendance records.

**No application will be considered complete until all educational records from the student's current school have been received directly from that school. Applications will be reviewed in the order they are received until the allotment of successful applicants has been accepted. Acceptance for enrollment does not guarantee athletic eligibility. Athletic eligibility is determined in compliance with AHSAA Rules.**

Children of full-time employees who work for Geneva City Schools, but reside outside the existing district, may attend Geneva City Schools. However, employees' children must meet all standards established for non-resident students.

Non-Resident Students enrolled at the time of the adoption of this policy will be allowed to continue attending Geneva City Schools. However, their siblings must meet all standards established for non-resident students.

### **Review of Applications**

The principal at each school will screen applications and issue letters either declining the application or inviting the applying student to an interview with the principal. Interviews will be scheduled by each school principal. In addition to the requirements of the Non-Resident Student Policy, the principals will also consider the size of the class in the grade level to which the student is making an application as a part of the screening process.

Enrollment applications may be denied because a school, grade, or program(s) lacks space, staff, support services, facilities, or equipment, taking in-district enrollment projections into consideration, or because the student:

- Does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of academic performance;
- Has been suspended or expelled from school, is in the process of being suspended or expelled, has withdrawn from a school to avoid possible suspension or expulsion;
- Has a history of documented, disciplinary infractions within the past three (3) years, or has been adjudicated or convicted of a crime that involved personal injury, loss of or damage to property, or disturbing the peace or public order;
- Has a record of excessive absences for truancy from school; or
- Presents incorrect or incomplete information on the enrollment application.

### **The Interview Process**

At the interview, the custodial parent/guardian and the student will be asked to sign an agreement acknowledging all the requirements of the Non-Resident Student Policy. In addition, the parent(s) or guardian(s) must understand and agree to abide by the expectations set for them and perform the following actions:

1. Ensure the child's ability to attend school
2. Provide transportation for the child
3. Sign an agreement for behavior and attendance expectations, and
4. Provide correct residency information

Providing misinformation or failure to abide by the agreement may result in the student being unenrolled.

### **Acceptance**

Each applicant that is interviewed will be issued a letter either declining or accepting the student's application for enrollment as a Non-Resident Student. An approved application shall be valid for one year only. All returning non-resident students must complete an *Intent to Return form* each year. The Geneva City School System reserves the right to revoke the enrollment status of an out-of-district student at any time for any misconduct that would warrant suspension or expulsion under the Code of Student Conduct, or because of false, misleading, or incomplete information on the enrollment application. In the event of a revocation, the Superintendent or designee shall inform the parent/guardian of the circumstances which resulted in the revocation decision. There is no appeal process; the decision of the Superintendent is final.

### **Continuing Enrollment as a Non-Resident Student**

**All Non-Resident Students will be evaluated at the end of each semester.** Those not meeting the requirements of the policy will be withdrawn from the Geneva City School System.

At the end of each school year, all Non-Resident Students will be evaluated and issued a letter from the principal notifying the student of either withdrawal from the system or continuing enrollment.

All Non-Resident Students completing Grade 5 at James A. Mulkey Elementary School who receive a letter of continuing enrollment will be expected to attend a meeting with the Geneva Middle School principal prior to registration. A custodial parent or guardian must accompany the student to this meeting. No student will be allowed to register as a Non-Resident Student without a custodial parent or guardian attending this meeting.

All Non-Resident Students completing Grade 8 at Geneva Middle School who receive a letter of continuing enrollment will be expected to attend a meeting with the Geneva High School principal prior to registration. A custodial parent or guardian must accompany the student to this meeting. No student will be allowed to register as a Non-Resident Student without a custodial parent or guardian attending this meeting.

## **ATTENDANCE**

All students enrolled in the Geneva City School System are required to be in continuous attendance. Each student must attend school in the zone where the student maintains a bona fide residence with the custodial parent(s) or legal guardian.

Alabama Act 93-972 requires parents to be responsible for enrolling their children in school, ensuring that they attend school regularly, and requiring that they properly conduct themselves.

### **Geneva City Schools' Attendance Policy**

RATIONALE: The consensus opinion of the administration and attendance officer is that our school attendance can be improved by regulating the number of parental-excused absences

allowed in a given school year. The following proposal, with specific steps and actions taken at designated intervals, will serve as a means to curb excessive absences while continuing our commitment to remain in constant communication with parents and/or guardians. The sole purpose of this program will be to ensure that educational goals are met by proper school attendance.

### **Truancy**

Failure to attend class or school without approved absence or consent from the principal.

### **Early Warning**

Parents of students who are excessively absent from school may be required to attend the Early Warning Truancy Prevention Program in juvenile court at which time an assistant district attorney, juvenile court probation officer, and the Geneva City Schools attendance officer will be present to discuss parental responsibilities and assistance programs.

### **Regulations Governing Attendance at Public Schools (290-3-1-02)**

Truancy Definition: A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following the return to school. A failure to furnish such an explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based on the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)
  - (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
  - (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)
  - (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
  - (ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
  - (iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12I (failure to cooperate), or a truancy against the child, whichever is appropriate.
3. No earlier than the seventh unexcused absence, but within ten (10) school days (court)
  - (i) File a complaint/petition against the child and/or parent/guardian, if appropriate.
4. Child under probation
  - (i) The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Ala. 1975, §12-15-100 and 105.

- (ii) Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
5. Any local education agency may adopt a policy more rigorous than the State policy.

### **Over-age Non-attending Students**

It is recognized that students beyond compulsory school age are not required to attend school. Students beyond compulsory school age, with more than 12 unexcused absences per term may be subject to termination of enrollment. Administrators are authorized to request the attendance officer's approval to terminate enrollment. The attendance officer will approve after documented efforts to contact and inform students and parents/guardians.

Any appropriate agencies serving the student may be notified of the student's non-attendance and termination of enrollment.

### **EXCUSED ABSENCES**

Documentation of Absences: Elementary school students may be excused up to a total of fifteen (15) days per school year; middle and high school students may be excused up to a total of seven (7) days per semester. If a student (middle/high school) is absent over seven (7) days in a semester, he/she may not receive a passing grade/credit for that semester unless all absences after the seventh are legally excused. The principal will meet with the parent/guardian and student to review the presented evidence in determining whether or not the student will receive credit for the course/class. Absences beyond five (5) consecutive days must be substantiated by a physician's statement. In known extenuating circumstances, the principal may excuse the absences. In case of no physician documentation, the absence may be appealed to the Principal and the grievance policy of the Board of Education will be in effect. Absences beyond the prescribed days for elementary and middle/high school students must be accompanied by additional documentation as follows: 1) Death in the immediate family – approved by the principal, 2) Legal quarantine, with a quarantine notice, 3) All other absences are to be submitted to the principal in written form for consideration. The principal may request appropriate additional documentation as necessary.

### **ABSENCES**

1. Excused: An absence may be excused by the principal for the following reasons: (a) Students are too ill to attend school (b) Inclement weather which would be dangerous to the life or health of the student if attending school (c) Legal quarantine (d) Death in the immediate family (e) Emergency condition as determined by the superintendent or principal (f) The principal may excuse students for attendance at non-school related special events (such absences must be based on written parental request and approved in advance). \*\* Additionally, all make-up work must be completed within five (5) days of returning to school.
2. Unexcused: Any absence not approved by the provisions of Item #1 is considered unexcused (i.e. work, truancy, suspension, or parental neglect). Students may not make up work if the absence is unexcused unless it is done in Saturday School.
3. Excessive absences may result in any or all of the following:
  - Referral to Saturday School(s)
  - Referral to the Attendance Officer
  - Filing of a petition of fact with Juvenile Services
  - Notification to Department of Human Resources of suspected neglect
  - Filing of a complaint with Juvenile Services
  - Requirement to attend Early Warning Court

The following procedures shall be followed to address attendance: **FIRST-FOURTH TRUANCY:** (unexcused absence) Parent/guardian shall be notified by the school principal or designee that the student was truant and date of truancy. Parents/guardians shall also be provided a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur. **FIFTH – SIXTH TRUANCY:** (unexcused absence) The parent/guardian or person having control of the child shall (1) attend a conference with the principal or his designee and/or (2) participate in the early warning program provided by the juvenile court. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a petition against the parent under Ala. Code 1975, §16/28/12. Failure to cooperate, or truancy against the child, whichever is appropriate. **SEVENTH TRUANCY:** (unexcused absence) No earlier than seventh unexcused absence, but within ten (10) school days (court) (i) File complaint/petition against the child and/or parent/guardian, if appropriate. **CHILD UNDER PROBATION:** The principal should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Ala Code 1975. Where a child under probation is truant, the principal should immediately notify the juvenile probation officer. **ANY LOCAL EDUCATION AGENCY MAY ADOPT A POLICY MORE RIGOROUS THAN THE STATE POLICY.**

**Please have your parents call the school by 7:45 am anytime you are going to be absent.**

Please bring a note on the first day you return to school signed by your parents, giving your name, days of absence, and reason for absence. (If you had a doctor or dentist appointment, we need a note from the doctor/dentist's office to be able to excuse it as a doctor/dentist excuse.) Take your note to the main office to receive an admission pass to return to classes. This pass must be read and signed by each of your teachers as you enter class. Your 7th-period teacher at GHS and your intervention teacher at GMS will keep it and send it to the office. Elementary students should give notes to their teacher.

Students may make up work if the absence is excused. All work should be done within five (5) school days unless extenuating circumstances are given consideration by the teacher and/or principal. If you miss work because of an excused absence, you have the right and responsibility to ask for and complete all missed assignments and tests. Homework assigned before an absence is due on the first day of return from absence. If the assigned work you missed is at the end of a grading period, then you receive a mark of incomplete (I) until you complete the assigned work. If you do not make up the work in the time stated in advance by your teacher, you will receive a grade of zero (0) for each assignment and/or test unfinished. Absences in excess of seven (7) days will be reported to the attendance officer for substantiation of cause.

### **UNEXCUSED ABSENCES**

Any absence not approved by the principal is unexcused, i.e., work, truancy, suspension, or parental neglect. For Geneva City Schools parental notes in excess of seven per year will be unexcused.

### **Consequences for Unexcused Absences per Semester**

Subsequent Unexcused Absences:

- The Attendance Officer will file a petition.

- Suspension is documented as unexcused absence but does not result in assignment to Early Warning Court.
- Students may not make up work if the **absence is unexcused, except in Saturday School.**
- If a student (middle/high school) is absent over seven (7) days in a semester, he/she may not receive a passing grade/credit for that semester unless all absences after the seventh are legally excused. The principal will meet with the parent/guardian and student to review the presented evidence in determining whether or not the student will receive credit for the course/class.

All documentation for absences must be received within **three days** or the absence will be unexcused. All unexcused absences must be reported to the attendance officer on a weekly basis.

All schools **must** record absences as excused and/or unexcused.

### **TARDY POLICY**

- A student is considered tardy when he/she **is not in the classroom** when the tardy bell rings.
- Excused tardies do not count against perfect attendance.
- Unexcused tardies result in the loss of perfect attendance for exemption privileges in that class.

### **Consequences for Unexcused Tardies per Semester**

- Third Tardy: **Detention**
- Fourth Tardy: **One day ISS or Saturday School**
- Fifth Tardy: **Two days ISS or Saturday School**
- Sixth Tardy: **Three days ISS or Saturday School(s)**
- Seventh Tardy: **One-day Suspension and Saturday School(s)**

Any subsequent tardies may result in suspensions or the filing of a petition in juvenile court.

\* Driving privileges may be revoked as a result of tardies.

\*\* Alternate consequences may be determined at the discretion of the principal.

**Withdrawal from School** - If you withdraw from school, you must clear with your teachers and the office all textbooks, library books, money owed, and records. **No records will be released to parents or other schools until everything is clear.**

## **ACADEMICS**

### **Grades**

Student grades can be reviewed by parents using the PowerSchool Website. A username and password are required to review, not only grades, but schedules, attendance records, and discipline reports. Usernames and passwords can be obtained in person through the office at the school your child attends. Please bring your ID with you to verify parental/guardian status. If you have previously had one issued to you, it will remain the same. If the username and/or password is forgotten or lost, you may request it in person from office personnel. No confidential information will be given out over the phone. The portal can be found on the Geneva City School website.

KINDERGARTEN		GRADES 1 - 8	
Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
80 - 100	S	90 -100	A
60 - 79	N	80 - 89	B
59 & Below	U	70 - 79	C
		60 - 69	D
		59 & below	F

### **Textbooks**

Textbooks are supplied by the State Department of Education and the Geneva City School Board of Education for all of your required and most of your elective subjects. You must take reasonably good care of all books issued to you. The condition of the textbook is recorded when it is issued. Students must complete and return a Textbook Loan Sheet documenting all books issued to a student and their condition.

State law requires payment for lost or damaged books according to a state-adopted formula before replacement texts can be issued. You may be asked to buy supplemental material for some elective classes.

### **Gifted Education**

“Gifted” students are defined as those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. The children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred for consideration for gifted services by teachers, counselors, administration, parents or guardians, peers, self, or any other individual with knowledge of the student’s abilities. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the following three areas: Aptitude, Characteristics, and Performance. The scores from the assessment/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

For additional information regarding the identification of “Gifted” students in the Geneva City School System contact Mrs. Erica Wright, SPED administrator at (334) 684-1090 or Mona Green, Gifted Specialist at (334) 684-2294.

### **ACCESS Distance Learning**

Geneva High School may offer web-based courses through ACCESS Distance Learning and/or online curriculum (Imagine Learning). Course offerings are determined by the counselor and principal each year depending on the needs of the student body. Generally, more successful web-based learners are those who are independent learners, computer literate, and effective written and open communicators. Available courses and a complete description of the policy can be obtained from the school counselor.

## Graduation Requirements

Grades for all core Advanced, AP, and Dual Enrollment classes shall be weighted\*\*. Each advanced level course successfully completed shall have five points added to the total score, and each advanced placement course successfully completed shall have ten points added to the total score before the final numeric average is calculated.

### Advanced Placement Courses/Advanced Courses

AP	Advanced
AP Literature (12 <sup>th</sup> )	Advanced English (10 <sup>th</sup> )
AP Language (11 <sup>th</sup> )	Physics (11 <sup>th</sup> -12 <sup>th</sup> )
AP Government (12 <sup>th</sup> )	Chemistry (10 <sup>th</sup> )
AP Calculus (12 <sup>th</sup> )	Advanced Algebra II with Statistics (10 <sup>th</sup> -12 <sup>th</sup> )
AP Computer Science (10 <sup>th</sup> -12 <sup>th</sup> )	Advanced Geometry
AP Biology (11 <sup>th</sup> -12 <sup>th</sup> )	Advanced Biology (9 <sup>th</sup> )
AP US History (11 <sup>th</sup> )	Pre-AP US History A (10 <sup>th</sup> )
AP Macroeconomics (12 <sup>th</sup> )	PreCalculus (11 <sup>th</sup> -12 <sup>th</sup> )

Dual Enrollment: Dual enrollment core subject courses will be weighted comparable to advanced courses (0.5 added to the weighted GPA) in the same subject offered at the high school as deemed appropriate by the principal.

\*\*ACCESS Distance Learning courses: Extra points/GPA weights will be awarded to those courses whose descriptions indicate AP or College Prep.

## Class Ranking

The weighted GPA will be used to calculate a class ranking. Weighted GPA will be calculated as follows (numeric averages/GPA will not be rounded in determining GPA or honor court):

Numeric Grade	Letter Grade	Unweighted	Weighted Advanced	Weighted AP
97-100	A+	4.3	4.8	5.3
90-96	A	4.0	4.5	5.0
87-89	B+	3.3	3.8	4.3
80-86	B	3.0	3.5	4.0
77-79	C+	2.3	2.8	3.3
70-76	C	2.0	2.5	3.0
67-69	D+	1.3	1.8	2.3
60-66	D	1.0	1.5	2.0
59 & below	F	0	0	0

The weighted GPA shall be calculated by adding 1 point for every AP course and 0.5 to every Advanced Level course. The total quality points will be divided by the number of courses taken.

\*Teacher's Aide will not count toward GPA



**Alabama High School Diploma Units Required: \*\*\*changes:**

English		4
English 9	1	
English 10	1	
English 11	1	
English 12	1	
Mathematics		4
Geometry	1	
Algebra I	1	
Algebra II	1	
Finite Math	1	
*Or, additional CTE Equivalent		
Science		4
Biology	1	
Physical Science/Chemistry	1	
Additional Life or Physical Science,		
*Or, additional CTE Equivalent	2	
Social Studies		4
World History	1	
U.S. History to 1877	1	
U.S. History 1877 to Present	1	
Government	½	
Economics	½	
Beginning Kinesiology	1	
Health Education	½	
Career Preparedness	1	
Career Tech and/or Foreign Lang and/or Art	3	
Electives -----		2 1/2
Total Units -----		24

*\*\*Students must pass a Citizenship Test their senior year in order to graduate.*  
*\*\*\*All Seniors must complete the FAFSA or a waiver to graduate.*  
*\*\*\*\*All Students beginning with the class of 2026 must earn a College or Career Readiness indicator as a graduation requirement.*  
*\*\*\*\*\*Students entering the 9th grade in 2024-25 must complete coursework and an assessment in financial literacy as a graduation requirement.*

**Advanced Endorsement Alabama High School Diploma Units Required:**

English		4
English 9	1	
Adv English 10	1	
AP Language	1	
AP Literature	1	
Mathematics		4
Adv Geometry	1	
Adv Alg II w/Stats	1	
PreCalculus	1	
One additional math credit	1	
Science		4
Adv Biology	1	
Chemistry	1	
AP Biology/Physics	1	
One additional Science Credit	1	

Social Studies		4
World History	1	
Adv US History A/Pre APUSH	1	
AP US History	1	
AP Government	½	
AP Macroeconomics	½	
Beginning Kinesiology	1	
Health Education	½	
Career Preparedness	1	
Career Tech and/or Foreign Lang and/or Art	3	
Electives -----		2 1/2
Total Units -----		24

- \*\*Students must pass a Citizenship Test their senior year in order to graduate.**
- \*\*\*All Seniors must complete the FAFSA or a waiver to graduate.**
- \*\*\*\*All Students beginning with the class of 2026 must earn a College or Career Readiness indicator as a graduation requirement.**
- \*\*\*\*\*Students entering the 9th grade in 2024-25 must complete coursework and an assessment in financial literacy as a graduation requirement.**

Students must take advanced-level core courses in 9<sup>th</sup> and 10<sup>th</sup> grade as offered and a minimum of 4 AP courses with a minimum of one (1) AP Math/Science course.

**Transfer Students**

Geneva High School shall accept transfer students from other accredited high schools along with credits and grades earned. Students transferring from non-accredited schools may be required to take a comprehensive subject matter test prior to accepting grades or credits. Credits from a non-accredited institution shall not be used in the computations of averages to determine the students designated as honor students.

Students transferring with letter grades will have the following values applied to their transcript:

A+ = 100	A = 95	A- = 90	B+ = 89	B = 85	B- = 80
C+ = 79	C = 75	C- = 70	D+ = 69	D = 65	D- = 60
F = 59					

**Promotion Requirements**

Students must fulfill the following requirements in order to be promoted to the next grade level:

<b>4 credits</b> to be classified as a sophomore
<b>10 credits</b> to be classified as a junior
<b>17 credits</b> to be classified as a senior
<b>24 credits</b> to graduate

**Honor Graduates**

Students with a numerical weighted average of 92 or above on all grades posted on the high school transcript through the end of the second semester of the twelfth grade shall be

designated as honor graduates. **No numeric averages will be rounded in determining honor students.**

### **CTE Honors Graduate Requirements**

1. Completing 2<sup>nd</sup> year at GTECH or CTE Completer
2. Minimum 80 average in GTECH or CTE program
3. Minimum 3.0 overall GPA
4. No more than 10 total absences in a CTE or GTECH class throughout their senior year.
5. Nominated by GTECH/CTE instructor
6. Joined and participated in a Career Technical Service Organization
7. No in-school or out-of-school suspensions
8. Meet College and Career Ready requirements through one of the following options:
  - a. a benchmark score on any section of the ACT test,
  - b. a qualifying score on an AP or IB exam,
  - c. approved college or postsecondary credit while in high school,
  - d. a benchmark level on the ACT WorkKeys,
  - e. an approved industry credential or
  - f. documented acceptance for enlistment into the military

### **Valedictorian & Salutatorian**

The Valedictorian and Salutatorian shall be determined by class ranking and must take the courses required for the Advanced Academic Endorsement. If a tie, co-valedictorians will be declared and no salutatorian shall be recognized. Grades posted on the high school transcript through the end of the second semester of the twelfth grade shall be used to determine the class ranking. The candidates must have been enrolled at GHS for one full school year prior to the date of graduation to be considered for the Valedictorian or Salutatorian.

### **Graduation Regalia**

The graduation ceremony is the most formal event held in Geneva City Schools. To preserve the integrity and tradition of this academic event, the following rules have been established for what graduation regalia may be worn during the ceremony.

- Only school-sponsored cords and stole will be worn at Graduation.
- Geneva City Schools recognizes two cords (Honor and CTE Honors) and one stole (Beta) that can be worn at Graduation.
- Cords and stoles that meet a College & Career Readiness Credential requirement and are pre-approved by a school official will be allowed at Baccalaureate.

### **High School Academic Banquet**

Juniors and Seniors will be honored at a Spring Academic Banquet. Honorees shall be determined by grades from the 1st-semester averages and the 3rd-nine weeks of the current school year. Students must not have any C's, D's, or F's in any classes, including Dual Enrollment. Students meeting these requirements and the top three seniors receiving awards in each subject area will be invited to attend the banquet. The Spring Academic Banquet is sponsored by the Geneva Rotary Club.

### **EXAM EXEMPTION POLICY**

#### **Geneva High School**

Students in grades 9-12 may be exempt from no more than two (2) exams per semester. In order to be exempt from a semester/final exam, students must meet the following criteria:

- Must have at least an "A" or "B" cumulative average.

- No more than 4 excused absences. No unexcused absences will be allowed for exemptions.
- No student can be exempt from exams in the same class in consecutive semesters unless they maintain an A average and meet all other exemption requirements.
- No exemption will be granted to any student who has been assigned to ISS or Saturday School for disciplinary reasons.
- No exemption will be granted to any student who has been suspended from school.
- See ACAP exemption policy below. (9th Grade)
- **Advanced Placement Exam:** Taking the Advanced Placement Exam is a required component for all AP courses. Students who do not complete the Advanced Placement Exam will forfeit their extra weighted points for the course and be required to take a midterm and final exam for that course. Please note that students who miss the original AP Exam test date due to one of the College-Board-approved circumstances will be allowed to complete the exam on the pre-scheduled late-testing date. For a list of these circumstances, access the following College Board website link: <https://apcentral.collegeboard.org/exam-administration-ordering-scores/ordering-fees/late-testing>

### **ACT Exemptions**

- Students scoring a level three or four in achievement on the ELA, math, and/or science subtests in the previous school year will be allowed to exempt their first-semester exam in each subject this is achieved.
- Students who score a level two, three, or four in growth on the ELA, math, and or science subtests in the State Accessed ACT will be allowed to exempt their first semester exams in each subject this is achieved.
- Students who meet the achievement goals will be able to exempt from first semester exams.
- ACT exemptions will be in addition to the exemption policy already in effect.
- Students who earn an ACT exemption for the first semester will be allowed to be exempt from the same class in the second semester if they meet stated requirements.
- Students will still be required to meet the attendance requirements for exemptions.
  - Students would still participate in all class reviews.
- The student's average in the class will NOT keep the student from being eligible to be exempt from the first-semester exam given the student scored a level three or four on the corresponding subject's ACT subtest. The student can choose to take the exam to try to improve the average.

A form must be completed by the teacher and submitted to the office to verify the student is eligible for the exemption.

### **Geneva Middle School**

Students in grades 6-8 may exempt no more than two (2) exams per semester. In order to be exempt from a semester/final exam, students must meet the following criteria:

- Must have at least an "A" or "B" cumulative average.
- No more than 4 excused absences. No unexcused absences will be allowed for exemptions.
- No student can be exempt from exams in the same class in consecutive semesters.
- No exemption will be granted to any student who has been assigned to ISS.
- No exemption will be granted to any student who has been suspended from school.

### **ACAP Exemptions**

- Students scoring a level three or four on the ELA, math, and/or science subtests in the **prior** school year will be allowed to exempt their **first-semester exam** in each subject this is achieved.
- ACAP exemptions will be in addition to the exemption policy already in effect.
- Students who earn an ACAP exemption for the first semester will be allowed to exempt the same class in the second semester if they meet the stated requirements.
- Students will still be required to meet the attendance requirements for exemptions.
  - Students would still participate in all class reviews.
- The student's average in the class will NOT keep the student from being eligible to exempt the first-semester exam given the student scored a level three or four on the corresponding subject's ACAP subtest. The student can choose to take the exam to try to improve the average.

A form must be completed by the teacher and submitted to the office to verify the student is eligible for the exemption.

### **GMS and GHS Semester Grading Procedure**

For students who have met the requirements for exemption and for classes where exams are not given, grades will be determined by the following format:

- Count every 9 weeks as 50% to accumulate the semester average.

For students not exempting exams for classes where exams are given, semester grades will be determined by the following format:

- Count every 9 weeks as 40%
- Count the semester exam as 20%

**Yearly Average** - Each semester average counts as 50% of the yearly average.

### **HONOR ROLL**

To be placed on the "A" honor roll, a student must have A's in all subjects for the given nine weeks. To be placed on the "AB" honor roll, a student must have at least one (1) A and no less than B's in their classes for the given semester. The A's and/or A's and B's must be earned for work at the grade level the student is enrolled.

### **GUIDELINES FOR RETENTION OF STUDENTS**

Geneva City's philosophy embraces the concept that each student is encouraged to develop his or her knowledge and skills to the greatest extent possible. To this end, considerable provision is made by means of special classes and services and by teachers within classes to meet the individual needs of students.

In most cases, students are able to attain the competencies needed through these channels and progress through their classes within the normally allotted period of time.

On occasion, however, it becomes obvious that a student is falling so far behind his or her classmates that it would be to the student's advantage to spend another year in a particular grade in order to bring his or her competencies more in line with others in the group. It is for this reason that these guidelines are established.

## **J. A. M. E. S.**

Each case of retention in elementary school should be considered on an individual basis, and the best interests of the child should be given primary importance. Because of the many variables, it is necessary to rely upon the professional integrity of the teacher and the principal in making decisions based on the best data available. The guidelines that follow are provided to assist principals and teachers in making decisions regarding the retention of students.

### **Promotion from Kindergarten to First Grade**

A kindergarten student who has achieved readiness (i.e. academic skills, social/emotional development) shall be promoted to the first grade. A kindergarten student lacking readiness skills may be retained based upon teacher recommendation with parental approval.

#### **Promotion – Grades 1-5**

1. Failure in one major subject area (English Language Arts or Math) is justification for retention.
2. Parents should be notified in writing as early as possible that retention is under consideration. Notification should indicate that while the promotion is doubtful at that time, substantial progress during the remainder of the year could lead to promotion.
3. The decision to promote or retain a child is the responsibility of the principal and the teacher. The teacher should make the initial suggestion, but careful consideration should be given by both teacher and principal. A parent may suggest retention, but the decision is a professional one and should not be made solely on the basis of the wishes of the parent. Parent conferences are highly recommended in all cases under consideration for retention.
4. As a general rule, early retention, particularly in the primary grades, affords the most favorable opportunity for remediation.
5. The decision to promote or retain a child should be based on the child's performance and other factors existing during the school year.

### **Alabama Literacy Act**

In 2019, the Alabama legislature passed the Alabama Literacy Act which became effective September 1, 2019. The first group of students to fall under this act are 3rd graders during the 2023-2024 school year.

The Alabama Literacy Act was established to implement steps to improve the reading proficiency of public school kindergarten to 3rd grade students and ensure that those students are able to read at or above grade level by the end of the 3rd grade.

The law states that all 3rd grade students (with a few "good cause" exemptions) shall demonstrate sufficient reading skills for promotion to 4th grade, beginning with the 2023-2024 school year.

A parent, custodial parent, or legal guardian of any K-3 student who exhibits a consistent deficiency in reading or characteristics of dyslexia at any time during the school year shall be notified in writing.

Due to the implementation of the Alabama Literacy Act, the following may apply to students at the lowest level in reading on state assessments and/or universal screeners:

- Student Reading Improvement Plan (SRIP) will be created
- Tutoring will be offered
- Summer Reading Camp will be offered
- A portfolio will be maintained

## **Geneva Middle School**

Students enrolled in grades 6-8 must pass 5 of 6 subjects to be promoted to the next grade. However, failure in one major subject area (English Language Arts, Reading and/or Math) is justification for retention or summer school.

Students not meeting these requirements will go through a determination process which will involve the principal and teacher(s) having the authority for determining promotion and retention.

### **STANDARDIZED TESTING DATES**

PRE-ACT (Grade 10)	October 1, 2024
ACT Workkeys (Grade 12)	October 16, 2024
ACCESS for ELLS	January 13 - March 14, 2025
ACAP Alternate Assessment	March 3 - April 4, 2025
ACT with Writing (Grade 11)	March 11, 2025
ACT Make-up	April 8, 2025
ACAP Summative 2-8	March 17 - April 25, 2025

### **Cell Phone/Digital Device in a Testing Setting by Students**

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, smart watches, or other telecommunication devices capable of capturing or relaying information) is **strictly prohibited** during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

**If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.**

## **STUDENT RESPONSIBILITIES AND RIGHTS**

Students have rights that schools must observe, but they will also understand that personal responsibilities accompany individual rights. Furthermore, the rights of students will be viewed in relation to the safety and welfare of the majority of students in the schools. Above all, schools will maintain discipline to conduct a quality educational program.

Students are responsible:

1. to engage in the serious business of learning,
2. to obey the laws of society and school rules,
3. to express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the schools, and
4. to avoid illegal and dangerous items.

Students have:

1. the right to an education,
2. the right to due process,
3. the right to free speech and expression,
4. the right to privacy – property of students (Students shall have the privacy of personal possessions unless designated school personnel have \*reasonable cause to believe a student possesses any object or material that is prohibited by law or school policy.),
5. and the right to participate in school programs and activities.

\*Probable cause is needed for a search by law enforcement personnel. School officials only require reasonable suspicion for an administrative search of a student or their property.

### **CODE OF STUDENT CONDUCT**

The Geneva City Board of Education fully recognizes the constitutional rights of students enrolled in its schools. The board recognizes equally, however, its obligation to establish policy related to student behavior and discipline which assures that a proper atmosphere for learning will be maintained within every school serving the City of Geneva.

All students of the Geneva City School System are charged with the responsibility to conduct themselves in a manner appropriate to good citizenship. Student conduct shall be founded on the basic concept of respect, consideration for the rights of others, and applicable laws.

Any student attending GTECH must comply with the Geneva City Code of Conduct as well as any additional requirements in the GTECH student employee manual. GTECH is a simulated workplace and may be more restrictive and include additional guidelines and/or alternate consequences.

The board in approving the Code of Student Conduct desires to:

- ensure that the educational process in the schools is not disrupted because of the behavior of enrolled students, and
- provide for the care, welfare, safety, and security of both students and school board employees, and
- meet all requirements of the Alabama State Board of Education and the laws of Alabama.

**No student will be subject to disciplinary consequences without an opportunity to admit or deny the charges.**

### **CLASSIFICATIONS OF VIOLATIONS**

Violations of the Code are divided into four classes:

- Class I
- Class II
- Class III
- Class IV

In the following classes of violations and disciplinary procedures, the student will be provided with due process before any disciplinary action is taken. All factors surrounding each incident may be considered by an administrator in determining the category to be used.

Each teacher will deal with general classroom disruption through effective classroom management and the involvement of parents, guardians, or school counselors. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be referred to the principal of his/her designee.

The administrator may assign an alternative consequence to those listed after giving due consideration to the age and maturity of the child when exceptional circumstances exist. This is especially important at the elementary level. In addition, the number of referrals a student accumulates can lead to more significant consequences than those listed for that class.



## CLASS I OFFENSES

- 101 Distraction of other students – any behavior that alters the teaching process of the classroom or educational activity
- 102 Quarreling, minor harassment
- 103 Nonconformity to dress code (see Dress Code policy for consequences)
- 104 Minor misbehavior on a school bus
- 105 Inappropriate public display of affection
- 106 Eating or drinking in unauthorized areas
- 107 Locker abuse, incidental defacement, littering of school property
- 108 Sitting in a parked vehicle before or after school and returning to a vehicle during the school day without permission
- 109 Failure to follow specific instructions, disobedience
- 110 General use of profane or obscene language
- 111 Unauthorized Operation – unauthorized operation of a computer program by trial and error or unauthorized use of a school computer where damage to school property, hardware, software or records does not occur
- 112 Unauthorized Searching – searching or browsing without authority on a computer any information contained or available through the use of the computer
- 113 Unauthorized possession of audio and/or video devices or other technological devices/materials: cell phones (GMS and Mulkey), headsets, iPods, etc., are not allowed during the school day. (See Communication Device Policy)
- 114 Skipping class
- 199 Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances

## CONSEQUENCES FOR CLASS I OFFENSES

- **First Offense:** In-School conference and parental contact when warranted. Circumstances may warrant disciplinary actions as outlined under subsequent offenses.
- **Subsequent Offenses:** In-School disciplinary action such as detention, corporal punishment, In-School Suspension, or extended school (Saturday, evening, before or after school detention).
- **Repeated Offenses** may result in disciplinary action as specified under Consequences for Class II Violations.

## CLASS II OFFENSES

- 201 Defiance of school board employee's authority - any verbal or non-verbal overt refusal to comply with a reasonable directive or order of a school board employee
- 202 Possession and/or use of tobacco or vaping/e-cigarette products, or, non-FDA approved nicotine cessation products, etc. – possession on the person, in the locker, or in the effects of a student. Use in or on any property owned or leased by Geneva City Schools including during non-school hours. Anti-tobacco educational materials will be available in ISS.
  - 1st Offense - 2 days ISS
  - 2nd Offense - 3 days ISS; Saturday School(s)
  - 3rd Offense - Suspension
  - Law enforcement may be contacted for any offense.
- 203 Repeated nonconformity to dress code (see Dress Code policy for consequences)
- 204 Use of obscene behavior (verbal, written, gesture) toward another person

- 205 Intimidation of students – the intentional, unlawful threat by verbal, written, or physical communication to do violence to another student (This may result in disciplinary action as specified under Class III Offenses.)
- 206 Minor physical conflicts (ex: pushing, shoving) which stops when directed to do so (It should be understood that the principal or their designee shall investigate all fights and make appropriate decisions concerning the roles of each participant.)
- 207 Refusal to give name or intentionally giving false information to authorized person
- 208 Written (electronic) or verbal proposition to engage in sexual acts
- 209 Use or possession of obscene and/or pornographic materials
- 210 Use of racial slurs and/or derogatory statements
- 211 \*Stealing, larceny, petty theft – the intentional, unlawful taking or carrying away of property valued at less than \$100 belonging to, or in the possession or custody of another
- 212 Possession of stolen property
- 213 \*Vandalism/property damage – (Act 94-819) destruction of staff, student, or district property and equipment
- 214 Sexual misconduct – statements of profane connotation or harassment or any inappropriate touching of another person. This may result in disciplinary action as specified under Class III Offenses.
- 215 Inciting student disorder and or refusing to disperse. Inciting includes videoing, audio recording, or taking pictures of disorder or physical altercations or conflict. \*This may result in disciplinary action as specified under Class III offenses.
- 216 Theft of Intellectual Property and Plagiarism – the unauthorized intentional or reckless removal or alteration of any computer program or other information contained in the computer system or computer network, copying or copyrighted software, taking the ideas or writings of others and using them as your own.
- 217 Unauthorized use of a password or an account owned or assigned to another user
- 218 Intentionally misusing the computer so as to disrupt computer traffic including but not limited to sending excess quantities of data, repeatedly issuing improper and unauthorized commands, accessing and running of unauthorized software or hardware
- 219 \*Harassing Communication (Act 79-471). A person commits the crime of harassing communications if, with intent to harass or alarm another person, that person:
  - I) communicates with a person, anonymously or otherwise, by telephone or any other form of written or electronic communication, in a manner likely to harass or cause alarm; or
  - II) communicates to or about another person any lewd or obscene words, language, or pictures.
- 220 Possession of a small pocket knife on the school campus
- 221 Truancy/Skipping school day
- 299 Any other violation which in the discretion of the principal may deem unreasonable to fall within this category after consideration of extenuating circumstances – the principal must specify on the referral the exact violation

## CONSEQUENCES FOR CLASS II OFFENSES

- **First Offense:** One-day In-School suspension or Saturday School
- **Second Offense:** Two days In-School suspension or Saturday School(s)
- **Subsequent Offenses:** Repeated offenses may result in disciplinary action as specified under Consequences for Class III violations

### **CLASS III OFFENSES**

- 301** Possession of gang paraphernalia, gang-related materials or dress, recruitment for gangs (any act/behavior that communicates in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution, or retaliation for gang membership or gang-related activity) This includes disruption of school or school-sponsored activities on school grounds, in vehicles, or other facilities.
- 302** Fighting – (see No Fight Policy)
- 303** Directing obscene or profane language to a school board employee
- 304** Unauthorized activities/organizations – any attempt to use the school day for activities or organizational meetings that are not school-related, school-sponsored, and approved by the school administrator
- 305** \*Possession of drugs, drug paraphernalia, including imitation/simulated drugs, or alcoholic beverages, including the use prior to attending any school-sponsored school activity subject to the jurisdiction of the board (Act 94-783). Or, to be under the influence of drugs or alcohol to any degree.
- 307** \*Bomb threats – any such communication which has the effect of interrupting the educational environment
- 309** \*ANY THREAT DIRECTED TOWARD SCHOOL BOARD EMPLOYEES
- 310** \*Sexual Misconduct – acts of a serious sexual nature including, but not limited to, intercourse (see sexual harassment)
- 311** \*Aggravated assault – intentionally causing serious bodily harm
- 312** \*Inciting or participating in a major student disorder – leading, encouraging or assisting in major disruptions (including via electronic means) which may or may not have resulted in destruction or damage of private or public property or personal injury to participants or others
- 313** \*Unprovoked assault and/or attack on another individual
- 314** \*Stealing, larceny, grand theft – the intentional unlawful taking and/or carrying away property valued at \$100 or more belonging to or in the lawful possession or custody of another
- 315** Unauthorized use of a Computer System – the breaking into or otherwise entering a computer system to steal, delete files, corrupt data or other unauthorized or illegal purpose which damages computer hardware, software, records or programs belonging to the school. Including but not limited to entering or attempting to enter into any system, any information, data or command that would damage the system
- 316** Using a digital camera, cell phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures or video, including but not limited to pornography or bullying.
- 399** \*Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances – the principal must specify on the referral the exact violation

\*Asterisks indicate offenses considered crimes under the law. School officials are required to notify appropriate law enforcement officials when persons violate offenses considered crimes under the law.

\*\*Felony charges or charges involving a firearm – If a student is charged with a felony, a delinquent act based upon an offense that would be a felony if committed by an adult, or is charged with an offense involving a firearm, the student's parent/custodian should contact the student's principal so the school system may determine the proper school placement while the charge is pending or a court-ordered placement is served. If a student is placed on court-ordered probation with terms that prevent in-person attendance at the student's school, the parent/guardian should contact the student's school.

## **CONSEQUENCES FOR CLASS III OFFENSES**

Administrators may recommend any one or more of the following actions:

1. Minimum of 3 days suspension
2. \*Minimum of 3 days suspension with a petition to juvenile court
3. \*Minimum of 3 days suspension with a recommendation to Geneva City School Board for expulsion hearing
4. Minimum of 3 days suspension with restitution by parents/guardians of the student

\* Students must attend Saturday School(s) in order to make up work for the suspension.

\* If a child commits two or more Class III offenses, then the administrator or designee may impose a more significant consequence than those listed for the individual offenses. Referrals may be combined to determine the number of offenses.

\* Students may be suspended pending court/board action for a minimum of 3 days, but no more than 10 days.

(Consequences for fighting are as specified under the no-fight policy.)

## **CLASS IV OFFENSES**

**401** Assault upon a school board employee – (Act 94-794) (expulsion recommendation) the student:

- a. Intentionally causes physical injury to a school board employee or
- b. Recklessly causes physical injury to a school board employee or
- c. Recklessly, negligently, or wantonly causes physical injury to a school board employee with a weapon or dangerous weapon, or
- d. Intentionally, recklessly, or wantonly prevents a school board employee from performing a lawful duty, and physical injury is caused to that school board employee or
- e. Intentionally or recklessly assaults a school board employee.

**402** \*Unauthorized transfer, use of, and/or sale of drugs/controlled substances to include illegal substances and prescribed substances, including but not limited to, Xanax, Ritalin, Adderall, Dexedrine, Oxycodone, etc. Unauthorized transfer or sale of drug paraphernalia or noncontrolled substances that are represented to be a controlled substance.

**403** \*Aggravated Assault/Malicious Battery – intentionally causing great bodily harm, disability, permanent disfigurement, or the use of a deadly weapon, including rape or attempted rape.

**404** \*Possession of Firearms and Weapons (Any student determined to have brought a weapon/firearm to school shall be expelled for a period of not less than one year. The Superintendent shall be required to make a recommendation of expulsion; however, the expulsion requirement may be modified by the Board of a student on a case-by-case basis.) Act 94-817 – Weapon; Act 94-820 – Loss of Driver's License.

Possession/use/discharge of a firearm or anything manifestly designed, made or adapted for the purposes of inflicting death or serious physical injury; and such term shall include, but is not limited to, a firearm as defined below, or a switchblade knife, gravity knife, stiletto, sword or dagger, or the billy, blackjack, bludgeon or metal knuckles, all firearms as defined below, whether loaded or unloaded, other guns of all types including pellet, B-B, stun, look-alike, nonfunctioning guns that could be used to threaten others, nunchucks, throwing stars or clubs, explosives, poisons, poisonous gas, chemicals or substances capable of causing bodily harm, slingshots, bows and arrows or any other device or

instrument used to intimidate, threaten or inflict harm. The term “firearm” means a firearm as defined in 18 of the U.S.C. 921, as follows:

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive,
2. the frame or receiver of any weapon described above,
3. any firearm muffler or firearm silencer,
4. any explosive, incendiary, or poison gas, (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, similar combination or parts either designed or intended for use in converting any device into any destruction device and from which a destructive device may be readily assembled).

**499** \*Any other violation which in the discretion of the principal may deem reasonable to fall within this category after consideration of extenuating circumstances – the principal must specify on the referral the exact violation

\*Asterisks indicate offenses considered crimes under the law. School officials are required to notify appropriate law enforcement officials when persons violate offenses considered crimes under the law.

**CONSEQUENCES FOR CLASS IV OFFENSES:** A recommendation for expulsion will be made. The student will be suspended pending a Board hearing.

## **Communication Device Policy**

### **A. James A. Mulkey Elementary and Geneva Middle School**

If a student's cell phone is visible or causes a disruption in the school day, it will be confiscated. Furthermore, the use of smartwatches or earbuds linked to cell phones can be treated as a cell phone violation. When items are confiscated by a Geneva City Schools employee, the school system is not held responsible for lost or stolen items. Parents will have to come and pick the device up from an administrator at the school. Violations may result in ISS or off-campus suspension.

- 1<sup>st</sup> Offense: Device taken up from student and parent conference
- 2<sup>nd</sup> Offense: Device taken up from student and (1) day In-School Suspension
- 3<sup>rd</sup> Offense: Device taken up from student and (1) day Out of School Suspension
- 4<sup>th</sup> and subsequent offenses: Device taken up from student and (2-5) days Out of School Suspension

### **B. Geneva High School**

Students are allowed to have cell phones in their possession during the school day at Geneva High School. Students may use cell phones before school, during break, and in the lunchroom at lunch, excluding making phone calls. All other cell phone use during the school day is prohibited. If a student's cell phone is used improperly, it will be confiscated. Refusal to turn over a cell phone will result in further punishment based on the code of conduct. Additionally, the use of smart watches linked to cell phones will be treated as a cell phone violation. AirPods are prohibited at all times. When items are confiscated by a Geneva City Schools employee, the school system is not held responsible for lost or stolen items. Parents will have to come and pick the phone up from the office if confiscated for the misuse of the Communication Device Policy.

## **Consequences**

- 1<sup>st</sup> Offense - Corporal Punishment or Detention
- 2<sup>nd</sup> Offense - 1 day ISS
- 3<sup>rd</sup> Offense - 2 days ISS or Saturday School
- 4<sup>th</sup> Offense - 3 days ISS or Saturday School(s)
- 5<sup>th</sup> Offense - Out of School Suspension

Use of social media (Instagram, Facebook, etc.), any type of videoing, recording, test security violation, and other use deemed unacceptable by the principal will result in confiscation of the device and loss of cell phone privileges for the remainder of the year.

## **NO FIGHT POLICY**

Because schools should provide a safe and orderly environment that is conducive to learning, it is not permissible for school officials to tolerate fighting or other forms of assault to occur inside the confines of a school building, on school grounds, or at any school function during school hours. Fighting is a violation of the Code of Alabama 13A-11-7 and can be considered disorderly conduct. A fight is any significant physical conflict, hitting or other contact, exchange of blows between two or more individuals, or physical conflict in which injury occurs or fighting continues. (Code of Student Conduct – Offense 302) It should be understood that the principal or his/her designee shall investigate all fights and make appropriate decisions concerning the rules of each participant. Incidents requiring medical attention should be reported immediately. Should it be determined that a fight has occurred, the principal or his/her designee may, after investigation, call authorities. Juvenile probation may also be called for pickup authorization.

Fighting carries at least a three (3) day mandatory suspension and will be considered a step in the accumulation of offenses.

## **DRESS CODE**

It is the policy of the Board of Education that good grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that teachers, administrators, and students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of students.

Dress regulations should discourage the extremes and the fads that lead to disruptions or distractions to the learning process. Dress regulations should provide appropriate standards for the general appearance of students, should foster both physical and mental health, and should assist students in learning dress habits expected in the working society.

Shoes must be worn, shoelaces must be tied and straps must be attached. Belts, if worn, must be fastened. Pants/shorts must be fastened and worn at the waist. Straps must be fastened on the shoulders. Care should be taken that skirts and shorts are appropriate and do not disrupt the orderly process of teaching and learning.

**Pre-K/Kindergarten Students**--Please keep a change of clean clothes in their backpacks. They do have accidents and need these.

**The following items are prohibited** (This list is not exhaustive but are examples):

see-through clothing	midriff shirts (crop tops)	shorts/dresses/skirts must be worn no more than 5 inches above the knee
pajamas, sleep pants, house/bedroom slippers, etc.	tight-fitting jogging suits, shorts (compression, etc) or leotards	clothing with inappropriate and/or controversial printing or pictures (including profanity, weapons, alcohol or tobacco, or promotion of prohibited drugs)
inappropriately slashed clothing (holes above the knee) skin must be covered	non-prescriptive sunglasses or hats may not be worn indoors	Students wearing leggings, jeggings, tights or similar garments must wear a top that is no less than 5 inches above the knee
hoodies covering the head	toboggans, bandanas, or masks (ski, etc.), i.e. Halloween or decorative	any jewelry that appears to pose a threat or that may be harmful or hazardous (i.e. – studded or spiked bracelets and necklaces)
blankets	any attire, symbol, extra accessories or ornaments not listed that might encourage student distraction or unrest	any item that <b>is determined inappropriate by the administration</b>

**Consequences**

- 1st Offense - Warning and changing clothes. If a change of clothes is unavailable, students will report to ISS for the remainder of the day.
- 2nd Offense - In-School Suspension (ISS) and loss of privileges for restricted clothing
- 3rd Offense - 2 days ISS and loss of privileges for restricted clothing
- Subsequent Offenses - ISS./Out of School Suspension

**DISCIPLINE PROCEDURES**

**Physical Restraint**

The principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be necessary to stop assault behavior and to ensure to the extent possible the care, welfare, safety, and security of students and staff members. This must be done in a reasonable manner to protect all parties involved. Faculty and staff participate in ongoing training procedures based on school policy and procedures. Records of this training are made available to the Alabama DOE or any member of the public upon request. If restraint is used, written parental notification will be provided within a reasonable time not to exceed one school day from the use of restraint. Law enforcement officials may be called to assist in the enforcement of this action.

**Parental Conferences**

In the event of the continued misconduct of a student, parents are required under the laws of Alabama to attend a parental conference with the teacher and/or school officials to discuss the conduct of the student. (Act 94-782)

## **Denial of Privileges**

Teachers and administrators may deny students privileges from participation in school activities as a punishment for misconduct.

## **Probation**

Disciplinary probation is a period of time specified in the probation contract during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or designee, the superintendent, and/or the Board of Education have the authority to place a student on disciplinary probation for a reasonable and specified period of time and to require the parent's and student's signature on a contract specifying the conditions of probation. The staff members involved in the actions will assist in monitoring the student's adjustment to the school environment. School counseling, parent involvement including the parent attending school with the student, and other forms of assistance may be part of the probation contract.

## **Work Assignment**

The principal or designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent/guardian will be responsible for providing transportation in these instances. The parents or guardians will be notified prior to the student's placement on a work assignment.

## **Before/After-School Detention or Saturday School**

The principal or designee has the authority to assign students to a designated area (detention hall) on campus before or after school, or Saturday for a reasonable and specified period of time as a disciplinary action. The parent/guardian is responsible for providing transportation. A reasonable attempt will be made to notify the parent/guardian prior to the assignment of a student to detention.

## **Corporal Punishment**

Corporal punishment is permissible under the laws of Alabama and the policy of the Geneva City Board of Education. Corporal punishment is defined as paddling with a maximum of three licks to the buttocks. The student will be given an opportunity to explain what happened before punishment is administered. Corporal punishment must be based on a written disciplinary referral. It must be administered in private and not in front of other students or adults other than those approving and/or serving as witnesses.

## **In-School Suspension**

In-School suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or designee has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. Students must complete all work assignments before being released from ISS. **Inappropriate behavior while in In-School Suspension or failure to complete assignments may result in out-of-school suspension.**

## **Suspension**

Suspension, out of school, is defined as the temporary removal of a student from school for violation of school rules and regulations. The authority to suspend a student from school rests entirely with the principal or his/her designee at each school. All suspensions should be for a specified number of days. When a student is placed on suspension, all grades are averaged until the point of suspension. Suspensions are counted as unexcused absences but will not be



counted as truancy for reporting to the attendance officer. Students can only make-up work/assessments missed during a suspension in Saturday School. Students may not participate in any school curricular, co-curricular, or extra-curricular activities or be on the school campus during the period of suspension.

**An in-school conference with the parent/guardian or other approved representative of the student's family is required prior to the re-entry of a suspended student in school. This conference may be held at the time of suspension or at the time of re-entry to school. Parents who do not attend such conferences may have warrants filed requiring their arrest for failure to attend a school conference and to require the child to properly conduct him/herself in school.**

### **Expulsion**

Expulsion is defined as the removal of a student for a period of time longer than allowed by suspension for violation of school rules or regulations. Any student expelled and desiring to return to school must apply for readmission by letter to the superintendent of schools with a copy to the principal of the school to which the student is applying for re-admission. Hearings are required on all recommendations for expulsion.

### **School Conduct Intervention**

Under the School Conduct Intervention Program, parents of students who have been suspended from school two or more times and/or who fail to cooperate with school officials in preventing the misconduct of their child may have warrants signed for their arrest under this program.

### **Mediation**

Mediation is a disciplinary process in which two individuals in conflict choose to use a formal process to discuss the problem and develop solutions to prevent further conflict.

### **Behavioral Counseling**

Behavioral counseling is an approved disciplinary action. Parents may be encouraged to enroll students in off-campus counseling programs. Students may be required to participate in in-school behavioral counseling programs.

## **SCHOOL BUS EXPECTATIONS**

If you miss your bus, come to the office for help. Do not walk home. Your parents must send a signed note before you may ride a bus other than your assigned bus. All notes should be approved in the office before lunch. **Students and their parents must understand that it is a privilege to ride the school bus.**

The principal or their designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the students, will be for a reasonable and specified period of time. The Parent/Guardian will be notified prior to the suspension from the bus. Alternative consequences may be developed by the Principal or designee as circumstances warrant.

Bus drivers are encouraged to explain the rules to students during the first two weeks of school, periodically as necessary, and for new students as they begin riding the bus. The procedure specified in the Disciplinary Action for school bus offenses may be followed for serious

misconduct. The Code of Conduct, as it applies to Class I, II, III, or IV may be applied as necessary.

### **Notice: Chuck Poland Act**

The Charles "Chuck" Poland Jr. Act, signed into law on May 31, 2013, classifies trespassing on a school bus as a Class "A" misdemeanor in Alabama. Named in honor of a heroic bus driver, Chuck Poland, who sacrificed his life to protect students, this law imposes penalties, including potential jail time, for unauthorized entry onto school buses and aims to enhance the safety of students and bus drivers by addressing the issue of trespassing on Alabama school buses.

A person commits the crime of trespass on a school bus in the first degree if they are found guilty of any of the following:

- Intentionally demolishing, destroying, defacing, injuring, burning, or damaging any public school bus.
- Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver in charge of the bus or an authorized school official.
- As an occupant of a public school bus, refusing to leave the bus after the bus driver in charge of the bus or authorized school official demands that they do so.
- Intentionally stopping, impeding, delaying, or detaining any school bus from being operated for public school purposes with the intent of committing a crime.

\*Full law provided by [alabamaachievers.org](http://alabamaachievers.org).

### **Use of Tobacco/Vape Products on the School Bus**

All Geneva City School buses are a tobacco/vape-free form of transportation.

### **Expectations for Student Behavior on Geneva City School Buses**

- Keep a safe distance from the road and the bus until the driver signals for you to load.
- When crossing in front of the bus, wait for the driver's signal before crossing and stay out ten feet from the bumper.
- Obey and cooperate with the bus driver (bus drivers may assign seats for students).
- Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
- Be seated immediately after boarding and **remain seated properly**.
- Do not argue, fight, or harass others. No profanity is allowed.
- Keep your head and hands inside the bus and ensure no objects are thrown out of the bus.
- Help keep the bus clean.
- Ride to and from school on the bus assigned unless administrative approval is given specifying an alternate bus for that student.
- Students will be picked up and dropped off at their residence or designated stop only.
- Balloons are not permitted on school buses at any time.

### **Consequences for Level I or II offenses per the Geneva City Schools Code of Conduct**

#### **Disciplinary Consequences for Elementary Students Riding School Bus (Referral to Principal or Designee) (K-5):**

**First Referral** – conference with the student by principal or designee, copy of the referral to Parent/Guardian, and contact made with Parent/Guardian. (Severe first referral offenses will be at principal discretion)

**Second Referral** – bus privilege denied for 5 days

**Third Referral** – bus privilege denied for 30 day

**Fourth Referral** – bus privilege denied for remainder of the school year

**Subsequent Referrals** – Permanent removal from bus for one (1) full calendar year.

- Note: Horse playing (rough or rowdy play) on the first offense will result in a 10-day bus suspension. However, depending on the severity of the incident, suspension may result in more than 10 days.
- Note: Any damages by the student to the bus would require reimbursement by the student's parent/guardian.
- Note: If a student is denied bus privileges due to misconduct, the Parent/Guardian will be responsible for student transportation to and from school daily.

### **Disciplinary Consequences for Secondary School Students Riding School Bus (Referral to Principal or Designee) (6-12):**

**First Referral** – conference with the student by principal or designee, copy of the referral to Parent/Guardian, and contact made with Parent/Guardian.

**Second Referral** – bus privilege denied for 5 days.

**Third Referral** – bus privilege denied for 30 days or as designated by the principal or designee.

**Subsequent Referrals** – Permanent removal from bus for one (1) full calendar year.

- Note: Horse playing (rough or rowdy play) on the first offense will result in a 10-day bus suspension, However, depending on the severity of the incident, suspension may result in more than 10 days.
- Note: According to the severity of the offense, the principal or designee may use discretion in assigning consequences.
- Note: Any damages by the student to the bus would require reimbursement by the student's parent/guardian.
- Note: If a student is denied bus privileges due to misconduct, the Parent/Guardian will be responsible for student's transportation to and from school each day.

### **Consequences for Level III or IV offenses per the Geneva City Schools Code of Conduct**

**\*ALL LEVEL III OR IV CLASS OFFENSES WILL RESULT IN THE REMOVAL OF BUS PRIVILEGES FOR THE REMAINDER OF THE SCHOOL CALENDAR YEAR.**

### **DRUG AND ALCOHOL POLICY**

Practical experience and research have proven that even small quantities of narcotics or abused prescription drugs can impair judgment and reflexes which can create unsafe conditions for students, especially those involved in extracurricular activities. Even when not readily apparent, this impairment can have serious results for students engaged in extracurricular activities, and/or unsafe conditions in a parking lot. Drug-using students are a threat to co-participants, other students, and themselves and may make injurious errors. For these reasons, the Geneva City Schools have adopted a policy that all students who participate in extracurricular activities or park on campus must report to school and school-sponsored events free from the effects of the presence of drugs, unless used as prescribed by a physician.

Random substance screening, therefore, is required for all extracurricular applicants and students who park on campus. A negative result must be reported prior to a student participating in an extracurricular activity or parking on campus. Such testing may be required prior to purchasing parking passes or as part of a pre-practice or pre-participation physical examination. Applicants are required to sign an extracurricular activity consent/release form before submitting to screening. Applicants will not be allowed to participate in any activity, or

park on campus, when they test positive, refuse to submit to a test, or refuse to execute the required consent/release form.

## **CAMPUS LIFE**

### **Entering the School**

Students may enter the building upon arrival after 7:15 a.m. GMS and Mulkey students should report to their homeroom/classroom when they arrive at school. High school students should report directly to the gym. GMS and Mulkey students who choose to eat breakfast will eat in the cafeteria then return to their homeroom/classroom.

### **Homeroom Assignments (J.A.M.E.S.)**

Students shall be assigned to classrooms equally distributed by gender and race. Special parental requests for classroom assignments will not be allowed. Exceptions to homeroom assignments other than the one or ones assigned must be within the following criteria:

1. Two or more children from the same family who are in the same grade.
2. Professionally documented instances of a physical, mental, and/or emotional condition that one teacher is more familiar with than the other teachers in a particular grade level.
3. A teacher will not have his/her own child or other relatives.
4. Administrative discretion as required.

Generally, retained students shall be assigned to a homeroom other than his/her previous one unless the parents, teachers, and principal have agreed to the same homeroom placement.

Students who withdraw and re-enter during the same school year are reassigned to the homeroom they were in at the time of withdrawal. New students who enroll after the school year begins are assigned to a homeroom by the Guidance Office based on the homeroom with the least number of students.

### **Geneva City Schools Bell Schedules**

#### **J.A.M.E.S.**

7:15	All Faculty & Staff Are To Be Signed In and In Their Classrooms or on Duty
7:42	Tardy Warning Bell Duty Teachers Dismissal to Classrooms
7:45	Tardy Bell: Everyone in Class- School Day Begins
2:00	Kindergarten Recess
2:10	Grades 1-5 Recess
2:33	Kindergarten & 1 <sup>st</sup> Grade Bus Students Dismissed To Bus Stop All Car Riders Dismissed To Car Line
2:38	Grades 2, 3, 4 & 5 Bus Students Dismissed To Buses Afternoon Daycare Students Dismissed
3:15	Faculty and Staff Dismissed

### **Geneva Middle School**

7:15	School Opens to Students/Teachers on Duty
7:40	Warning Bell
7:45 – 7:50	Homeroom
7:53 – 8:50	1 <sup>st</sup> period
8:50 – 9:02	Break (6th Grade Only)
9:05 – 10:02	2nd period (6th Grade Only)
8:53 – 9:50	2nd period (7th & 8th Grade Only)

9:50 – 10:02	Break (7th & 8th Grade Only)
10:05 – 11:02	3 <sup>rd</sup> period
11:05 – 12:26	4 <sup>th</sup> period (Lunch)
12:29 – 1:26	5 <sup>th</sup> period
1:29 – 2:26	6 <sup>th</sup> period
2:29 – 2:53	Intervention
3:15	Faculty and Staff Dismissed

### **Geneva High School**

7:15 – School Opens to Students/Teachers on Duty

*\*\*\*All students should report DIRECTLY to the gym each morning. If the student is eating breakfast, he or she will eat breakfast in the cafeteria.*

7:40	Warning Bell
7:45 – 8:50	1st Period
8:54 – 9:46	2nd Period
9:46 – 9:56	BREAK
10:00 – 10:52	3rd Period
10:55 – 11:47	4th Period
11:50 – 1:04	5th Period (Lunch)
1:07 – 1:59	6th Period
2:02 – 2:54	7th Period
3:15	Faculty and Staff Dismissed

### **CHECK-INS**

The approved procedure for entering school after the tardy bell has rung signaling the beginning of school is as follows:

1. The student reports to the main office for an admission slip to enter the classroom.
2. A secondary student may be allowed to check-in up to **five (5) times per semester** with the written consent of the parent/guardian and the advanced approval of an administrator prior to the beginning of school. Subsequent check-in without a doctor's excuse will be considered **unexcused**.
3. A student must bring a written statement from his/her parent/guardian indicating the reason for the student being late.
4. A student who is counted absent from school for the entire school day **cannot participate in any school activity scheduled for that day. In order to be counted as present, a student must be present more than fifty (50%) of the day.**
5. Excessive period absences will result in Saturday School to account for the loss of instruction.
6. A student who is enrolled in the co-op program at the high school level and attends school for a full period or more shall be permitted to report to work that day after reporting to the coordinator.

### **CHECK-OUTS**

The approved procedure for leaving school after the tardy bell has rung signaling the beginning of school:

1. A high school student may be allowed to check out up to **five (5) times per semester** with the written consent of the parent/guardian and the advanced approval of an administrator prior to the beginning of school. Subsequent checkouts without a doctor's excuse will be considered **unexcused**.
2. Excessive period absences will result in Saturday School to account for the loss of instruction.

3. Any student not having advanced written approval may not leave campus unless a parent/guardian or designated person comes to the school and checks the student out. The parent/guardian or designated person must be prepared to show a photo ID.
4. Under no circumstances may a student leave campus without the approval of the principal or his/her designee.

## **GENERAL CAMPUS LIFE INFORMATION**

### **Student Guidance Guidelines**

Geneva City Schools has full-time counselors. The counselors are ready to help students get information about curriculum requirements and explore career choices. The counselor can also help you handle new situations related to growing up and succeeding at each level.

If you feel the need, you may schedule appointments directly with the counselor or through your teacher or the school office. The counselor is ready to help you with both school-related and personal questions. All matters will be kept in the strictest confidence unless the child is in danger, being harmed, or there is a court order.

### **Movement in Halls and Walkways**

Always move quietly and quickly (no running) through the halls and on walkways. Stay to the right side of the hall/walkway. Due to the congestion in the halls, students should not sit in the halls (in GMS). Ask to leave class for emergencies. These include illness or at the request of the teacher. Use your locker, the water fountains, or the restroom before school, between classes, and after school. Students must have in their possession a hall pass in order to be permitted in the halls during class time (GMS and GHS).

### **Food and Beverages (Break/Snack)**

Drinks and snacks are available at each school in the recess area for your use at the designated break time. They **may not** be used at any other time of the day without permission. The consumption of food and drink is not allowed in the halls (GMS). Please help keep the campus clean by putting trash in the trash cans provided when you finish. Chewing gum is not allowed in the building or on campus at any time (JAMES). Failing to follow these rules may result in the loss of break privileges.

### **Lockers (Geneva Middle School and Geneva High School)**

Lockers are the property of Geneva City Schools. **There is no privacy interest in lockers.** Lockers have built-in locks that are available to rent at a cost of \$10.00/locker. (Geneva Middle School has large and small lockers. Small lockers may be rented at a cost of \$5.00/locker.) Each locker has an installed combination lock for the security of your belongings. You are responsible for keeping your lock combination secret. **Be sure to keep your locker locked at all times.**

Students who have trouble opening their lockers may come to the office for help. Assistance will be given only if the locker is properly registered in the office in the student's name. **The school administration reserves the right to enter your locker whenever necessary.**

### **Fees**

Several courses require fees to purchase equipment, materials, or supplies not furnished by state or local funds.

## **P.A. Announcements**

Announcements are made for the benefit of you and others during the school day. Please sit quietly and alertly during these and any other announcements made during the day.

## **Bulletin Boards and Posters**

All advertisements, posters, and signs must be approved by the principal before you may place them in the building or on the campus.

## **Fundraising**

All fundraising projects conducted by students shall be done only after permission has been given by the building principal and school superintendent. All profits will be dispersed according to the agreement between the principal and the fundraising coordinator. All other fundraisers by students or teachers are not allowed.

## **Money**

Students are asked to bring to school only the money they will need. Geneva City Schools cannot be held responsible for money lost or stolen. All money collected at school will be taken by the teacher and a receipt will be provided.

## **Parent Involvement Program (J.A.M.E.S.)**

J.A.M.E.S. parents are a great asset to our school. We depend heavily on their input, hard work, and loyal support. In an effort to maintain a smooth schedule, we ask that all parents notify the school office 24 hours in advance of their one-hour scheduled classroom work time or lunch with a student. Parents may also be asked to share their skills in various classrooms. Thanks in advance for participating in making our students' daily learning more enjoyable.

## **Field Trips**

Geneva City Schools provides many extracurricular activities (clubs, athletics, etc.) that take off-campus field trips during the year. A field trip is an enrichment activity for the curriculum which shall serve the purpose of enhancing the student's learning. Students are responsible for all costs of the trip.

Special provisions for transporting students are not allowed. All students will ride the bus with their group, to and from the field trip, unless the student has prior approval and proper documentation is obtained.

Students with any discipline problems on a field trip will be attended to at the time of the incident, and parents will be notified upon returning to the school. Disciplinary actions may result in the loss of field trip privileges for the remainder of the school year. Each student is representing Geneva City Schools at all times while away from the school campus, and he/she is expected to display positive behavioral habits.

## **Bicycles/Skateboards**

Bicycles/Skateboards are to be parked in the designated area and left there until students leave school in the afternoon. Upon arriving on campus, walk bicycles and skateboards to the area designated by the principal for safety measures. No bicycle/skateboard riding is allowed on campus. All students riding bicycles/skateboards home in the afternoon must observe all safety rules established by the school and local law officials.

## **SCHOOL PARKING**

### **J.A.M.E.S.**

All visitors are asked to park in visitor parking in front of the school. The road in the rear of the school will be closed to the public from 7:45 until 2:30; the front-drive is closed from 7:10 – 7:40 and 2:20 – 2:45. Pre-K will pick-up from 2:10 - 2:25. This is to ensure the safety of each student.

### **Morning Drop Off**

1. Have your child's belongings ready to get out of the vehicle prior to dropping off.
2. Hug and kiss your child goodbye, but please try to do so before getting to your stopping point.
3. All children should get out at the same stop (This includes kindergarten and pre-K students.). Do not drop off at different points. It creates a "pile-up" when you drop off at multiple points. Our goal is to have at least 8 vehicles drop off their children at one time.
4. Drive down as far as you can before stopping and letting your children off. Gaps between vehicles cause more congestion.
5. Exit on the right side of the vehicle.
6. Be sure to arrive on time. The gate will be closed at 7:45 a.m. sharp!

### **Afternoon Pick-Up**

1. A sign with your child's name and grade **MUST** be displayed. When the name-caller has to stop and ask for this information, it causes a great delay.
2. Proceed down to the name caller's station. This will allow for at least 8 vehicles to pick up at one time.
3. Enter on the right side of the vehicle.
4. Please be patient. We are trying to make the car line as speedy and convenient as possible.
5. Remember to "Buckle Up". It's the law!

### **Geneva High School**

Students driving motor vehicles to the Geneva High School campus are **required** to park in the designated areas for students.

Student parking in the following areas is strictly prohibited and is subject to a parking citation: areas reserved for faculty, areas reserved for visitors, areas reserved for handicapped (unless the vehicle has the appropriate decal), the bus loading area, the community center parking lot, the recreation department offices, the football field house, and the campus property including the grassed area around the career technical building.

You may not loiter or gather around parked vehicles before, during, or after school. You may not return to your vehicle before the end of the school day without permission from the school administration. At the end of the day, return to your vehicle and leave the campus in a safe and reasonable manner. Observe all traffic laws noting that all streets surrounding the school are **one-way**. Drive carefully and be mindful of walking students, cars backing out of parking places, and students entering or leaving buses. Students must drive with extreme caution in the school area. **Speeding and reckless driving will be considered a police matter and tag numbers will be reported. Cars are subject to being towed at the owner's expense.**

Parking permits for all vehicles must be obtained from the office for **\$10.00 per permit**. **Students must show their valid driver's license to obtain a permit.** Permits are to be displayed from the rear-view mirror at all times while on campus. If a different vehicle is driven,



another family vehicle, remember to place the parking permit on the rear-view mirror before coming to school. Using other students' parking stickers will not be allowed. These rules are intended for the protection of student property and safety. Violation of these rules could result in detention, corporal punishment, suspension, or other actions deemed necessary by the school administration. Any parking problem(s) should be reported to any office personnel.

Students must provide the following information to register their vehicle in the GHS office:

- Name
- Color/Make of Vehicle
- Tag Number
- Car Registration
- Driver License Number
- Proof of Insurance
- Consent/Release Form for drug screening

North Johnson Street (the road between GMS/GHS and Hugh Owen Memorial Stadium) is closed from 7:00 – 3:15 p.m. Monday – Friday.

## **EXTRACURRICULAR ACTIVITIES**

Geneva City Schools offers extracurricular programs that appeal to a variety of student interests. Some organizations have dues as well as academic and election restrictions to be a member. All students are encouraged to participate in one or more extracurricular activities.

### **J.A.M.E.S.**

Mulkey has several activities, including, the Student Government Association, Mulkey Melodies (must try out), Robotics (with application), and Honor Society (must meet grade requirements).

### **Geneva Middle School**

**SCA** - Student Council officers are elected in the spring. Homeroom *representatives* for Student Council are elected in the fall of the year to serve in the current school year. You may run for Student Council office if you have at least a C average in your academic subjects and have attended Geneva City Schools the previous semester.

**Junior Beta Club** - To be considered for membership in the GMS Chapter of the National Junior Beta Club, students must have earned at least a 3.67 G.P.A. for the first semester of the current school year while attending Geneva Middle School.

Prospective GMS Junior Beta Club members are expected to exhibit appropriate behavior by following classroom and school rules. The following conduct criteria are used to determine selection for a Junior Beta Club member:

- He or she cannot have three office referrals in one year (including phones, tardies, and paddling referrals).
- He or she cannot be assigned to ISS two times in one year.
- He or she cannot be suspended from school.

To maintain membership in the GMS Chapter of the National Junior Beta Club, members must maintain a 3.67 G.P.A. However, no member may be dropped from membership for scholastic deficiency without being accorded a probationary period of one quarter (9 weeks) to raise his or her scholastic record above the minimum required for membership. Current GMS Junior Beta Club members are expected to exhibit appropriate behavior by following classroom and school

rules. A student will be dropped from the Beta roll if

- He or she is referred to the office three times in one year (including phones, tardies, and paddling referrals).
- He or she is assigned to ISS two times while a Junior Beta member in one academic year.
- He or she is suspended from school while a Junior Beta member.

**Robotics** - To be considered to be on the Robotics team, students must complete an application.

Other clubs and organizations may be formed as students express interest.

### **Geneva High School**

**Beta Club** - Standards of membership in the Geneva High School chapter of the National Beta Club must conform to the general features as laid down in the National Constitution; and in all cases must be approved by the executive head of the high school.

The classes from which members may be drawn shall be 9-12. The scholastic requirements for membership in this chapter of the National Beta Club shall be:

- I. Qualifications for new membership:
  - A. Students must be on track for earning an Advanced Diploma.
  - B. Students must earn a 90 overall yearly average in all core classes.
  - C. Students must not have any C's, D's, or F's in any class.
  - D. Students must earn all grades at Geneva High School. Transfer grades and correspondence course grades will not be accepted for Beta Club eligibility. However, a student who is presently a member of Beta or a National Honor Society may transfer membership from a previous school to Geneva High School providing all Geneva High School requirements have been met.
- II. Maintaining membership for active members:
  - A. Active members must stay on track for the Advanced Diploma. (See Page 18 & 19 for course requirements)
  - B. Active members must maintain an A/B grade status in all courses.
    1. Active members earning a C during a 9-week grading period or for the semester shall be placed on probation.
    2. Active members placed on probation will have one 9-week grading period in which to improve grades to an A/B status.
    3. Active members not meeting the above requirements will be dropped from the GHS Beta roll as well as the National Beta roll.
  - C. Active Beta members will also be dropped from the GHS Beta roll, as well as the National Beta roll, should any of the following events occur:
    1. Active members earn a D or F during a 9-week grading period or semester.
    2. He or she is assigned to ISS two times in one year.
    3. Active member is suspended from school.
    4. Active member is sent to the office three times in one calendar year.
  - D. Active members must participate in all community service projects planned by Beta sponsors unless prior approval has been granted.

In addition to academic standards, each student is expected to adhere to a strict code of conduct and to maintain the integrity of the Geneva High School Beta Club and the National

Beta Club. The club sponsors or school principal may dismiss any member for conduct issues, poor school attendance, or any time it is deemed necessary for the best interest of the club. Students dropped from the Beta roll due to academic reasons may be reinstated by meeting all of the scholastic requirements necessary for initial membership; however, students dropped from the Beta roll due to disciplinary reasons will NOT be eligible for reinstatement into the Beta Club. Rules, regulations, or exceptions, beyond these listed, found in any local or national constitution or charter must likewise be adhered to.

Geneva High School Senior Beta Club members are chosen “because of their worthy character, good mentality, creditable achievement, and commendable attitude.” Therefore, members are expected to have high behavioral and academic standards.

### **Library Policy**

The library, for all schools, is open from 7:30 a.m. until 3:00 p.m. In addition to regularly scheduled class library times, students are encouraged to come to the library before school, at break/recess, and after school. Even when there are scheduled classes present, there is a study table for independent study and reading.

1. Students are welcome to work in the library. Students coming from another class must bring a signed pass from the teacher. While in the library, students are expected to work quietly and be considerate of all others.
2. All materials taken from the library must be checked out by the librarian or a member of the library staff. All items must be scanned and stamped by library personnel.
3. Students assume full responsibility for all books and materials they take from the library. Students are responsible for paying a replacement cost for lost books and a damaged fee for items damaged.
4. You may check out any book (except a reserved book) for 2 weeks. Books may be re-checked if there is no request by another student.
5. A fine is charged for all late books and magazines. Students cannot renew or check out any other material until cleared of all debts and over-dues. Current library fines: overnight books -- \$0.15/day, regular books -- \$0.10/day, magazines -- \$0.15/day.
6. You may check out reserved books at the close of the last period, but you must return the book by the first period of the next school day. An extra fine is charged for overdue reserved books.
7. Audio-visual equipment and materials are available for class use only. These items may be reserved in advance by teachers.
8. Current computer printing charges: B/W -- \$0.10/page, color -- \$0.25/page. Students are responsible for all copies that they print. Current digital copy charges: \$0.10/page.
9. Before using the library computers, a student must have a signed internet acceptable use policy on file in the library. The computers in the library are for educational use and not for personal e-mail or recreational games. Students are not to print any material without prior permission from the librarians. All thumb drives and CDs must be scanned for viruses by the librarians. Any violations of the policies will result in the student's computer privileges being revoked.

### **Cafeteria Policies**

A good lunch is important to a successful school program. The lunches are planned with the welfare and health of students in mind. A breakfast program is also available to all students. Breakfast is served from 7:20 to 7:40 a.m.

## **Community Eligibility Provision (CEP) Eating Program**

Geneva City Schools is participating in the Community Eligibility Provision (CEP) program for the current academic year. This program is designed to provide free meals to all students, ensuring that every child has access to nutritious breakfast and lunch without the need for individual applications.

Key Points of the CEP Program:

- **Free Meals for All Students:** Every student enrolled in our school is eligible to receive breakfast and lunch at no charge throughout the school year, except charges for ala carte or extra meals.
- **No Application Required:** Families are not required to complete a meal application form. All students automatically qualify for the program.
- **Balanced and Nutritious Meals:** Our meals meet federal nutrition standards, ensuring that students receive healthy and balanced options every day.
- **Encouragement to Participate:** We encourage all students to participate in the meal program. Even if your child typically brings lunch from home, they are welcome to enjoy a free meal from our cafeteria at any time.
- **Support for Families:** The CEP program not only benefits students by providing nutritious meals but also supports families by reducing the financial burden of meal costs.

We believe that access to healthy food is essential for academic success and overall well-being. If you have any questions about the CEP program, please contact the school office for more information.

Students are not required to eat the meal served in the cafeteria. It is okay to bring lunch from home. Lunches **ARE NOT** allowed to be delivered to students throughout the school day. Students may bring their lunches in a lunch box/bag, however, the state mandates that students may not bring a box/bag/wrapper/cup with restaurant markings.

**GCS FACULTY AND STAFF**  
**GENEVA CITY BOARD OF EDUCATION**  
**511 PANTHER DRIVE**  
**GENEVA, ALABAMA 36340**  
**TELEPHONE—334-684-1090**

For more information please visit: [www.genevacityschools.com](http://www.genevacityschools.com)

**Geneva City Schools Administration & Staff**

Mr. Ron Snell	Superintendent
Mrs. Erica Wright	Federal Programs/Special Education Coordinator
Mr. Heath McInnis	Child Nutrition/Transportation/School Safety/Maintenance
Mr. Ricky Nickolson	Technology Director
Mrs. Stacy Smithart	School Psychometrist
Mrs. Wendy Metz	Career Tech Director
Mrs. Kim Gillespie	Chief School Financial Officer
Mrs. Christi Bynum	GCS Superintendent's Secretary
Mrs. Amy Brackin	CNP/Federal Programs/Transportation Secretary
Mr. Michael Morris	Technology Support Specialist

**Geneva High School—505 Panther Drive, Geneva, AL 36340** **334-684-9379**

Mr. Michael Crews	Principal
Mr. Brent Johnson	Assistant Principal

**Geneva Middle School—501 Panther Drive, Geneva, AL 36340** **334-684-6431**

Mr. Gerid White	Principal
Mr. Donnie Smith	Assistant Principal

**James A. Mulkey Elementary School—800 West Meadow Avenue, Geneva, AL 36340**

**334-684-2294**

Mrs. Jami Seay	Principal
Mr. Brent Justice	Assistant Principal

**Geneva City Schools Maintenance Department, 511 Panther Drive, Geneva, AL 36340**

**334-684-1090**

Mr. Keith Brinley	Maintenance
Mr. Don Gainey	Maintenance/Electrical
Mr. Todd Green	Maintenance/Athletics

**Geneva City Schools Transportation Department, 511 Panther Drive, Geneva, AL 36340**

**334-684-1090**

Mr. Daniel Coleman	16-1 (Deer)
Mr. Jerry Gay	22-2 (Duck)
Mrs. Annette Fuller	19-1 (Monkey)
Mr. Johnny Trim	16-2 (Horse)
Mr. Joshua Ingram	19-2 (Elephant)
Mrs. Charisse Johnson	13-1 (Pig)
Mr. Gene Smith	18-1 (Shark)
Mr. David Litaker	12-1 (Bird)
Mrs. Lynn Watkins	21-1
Mr. TBA	12-2 (Lion)
Mr. Rocky Motley	Utility Driver
Mr. Darron Adkison	Bus Maintenance

**James A. Mulkey Elementary School Faculty and Staff**  
**800 W Meadow Avenue**  
**Geneva, AL 36340**

**Administration and Office Staff**

Jami Seay	Principal
Brent Justice	Assistant Principal
Brittany Parrish	Guidance Counselor
Averi Howell	Secretary/Attendance Clerk
Jessica Wise	Office Aide

**Faculty**

Kerry Commander	Pre-K
Kendra Culverhouse	Auxiliary Teacher, Pre-K
Patty Adams	Kindergarten
Emily Ammons	Kindergarten
Haley Bailey	Kindergarten
Courtney Calhoun	Kindergarten
Meagan Childs	Kindergarten
Amanda Precise	Kindergarten
Michelle Cooley	Aide, Kindergarten
Christina Cook	1 <sup>st</sup> Grade
Allison Crews	1 <sup>st</sup> Grade
Shayla Finch	1 <sup>st</sup> Grade
Anna Kelly	1 <sup>st</sup> Grade
Hanna Waldner	1 <sup>st</sup> Grade
Aubrey Ward	1 <sup>st</sup> Grade
Amanda Commander	2 <sup>nd</sup> Grade
Amber Hartline	2 <sup>nd</sup> Grade
Abbie Kay Thompson	2 <sup>nd</sup> Grade
Annamarie Wagner	2 <sup>nd</sup> Grade
Nichole Williams	2 <sup>nd</sup> Grade
Kayla Dunn	3 <sup>rd</sup> Grade
Kayla Free	3 <sup>rd</sup> Grade
Crystal Hawthorne	3 <sup>rd</sup> Grade
Loren McKnight	3 <sup>rd</sup> Grade
Hannah Tidwell	3 <sup>rd</sup> Grade
Mary Grace Caldwell	4 <sup>th</sup> Grade
Kaylin Faulk	4 <sup>th</sup> Grade
Rochelle McDuffie	4 <sup>th</sup> Grade
LoriAnne Skidmore	4 <sup>th</sup> Grade
Tanya Smith	4 <sup>th</sup> Grade
Abby Crews	5 <sup>th</sup> Grade
Jamelle Daniels	5 <sup>th</sup> Grade
Gerald Gay	5 <sup>th</sup> Grade
Dianne Hornsby	5 <sup>th</sup> Grade
Michelle Revels	5 <sup>th</sup> Grade
Mallory Mixon	Reading Coach
Tammy Henderson	School-Based Mental Health Coordinator
Danny Bedsole	Educational Interventionist

Tammy Christy	Educational Interventionist
Jan Sullivan	Educational Interventionist
Missy Pate	School Nurse
Christine Hunt	Special Education
Michele Sanders	Special Education
Anna Snell	Special Education
Victoria Steverson	Special Education
Kristin Windham	Special Education
Melanie Adkison	Paraprofessional/Nurse
Brandie Green	Paraprofessional, Special Education
Machell Hornsby	Paraprofessional, Special Education
Mona Green	Gifted Education
Michael Fox	Physical Education
JoManda Johnson	Physical Education
Natalie Justice	Aide, Physical Education
Erica Martin	Media Specialist
Beth Brinley	Aide, Library
Kendra Blackerby	Custodian
Victoria Scott	Custodian
Krystal Seay	Manager, Lunchroom
Courtney Crawford	Lunchroom
Stacey Shirah	Lunchroom
Sarah Tyrues	Lunchroom
Martha Vaughn	Lunchroom

**Geneva Middle School Faculty and Staff**  
**501 Panther Drive**  
**Geneva, AL 36340**

**Administration and Office Staff**

Gerid White	Principal
Donnie Smith	Assistant Principal
Casey Ward	Guidance Counselor
Cindy Staley	Secretary/Attendance Clerk

**Faculty**

Sherrie Aycock	Reading
Terry Aycock	Strength and Conditioning/PE
Danny Bedsole	Educational Interventionist
Angie Bennett	Media Specialist
Rich Bixby	Physical Education
LyDonna Farris	Science
Kellie Fulford	Science
Wes Garner	Mathematics
Mona Green	Gifted Education
Jada Herring	School Nurse
Tammy Henderson	School-Based Mental Health Coordinator
Sherrie Holley	Special Education
Christine Hunt	Speech/Special Education
Ashley Hughes	Computer

Melissa Kilpatrick	Special Education
Shannon King	Paraprofessional
Brynn Lamb	Mathematics
Daniel Lamb	Mathematics
Stan Lawton	Band
Josiah Locke	History
Terri McGowan	English
Quincella McIntyre	Custodian
Bailey Mock	Paraprofessional/Office
Susan Moore	Educational Interventionist
Deandrea Nesbitt	Art
Kimberly Presley	English
Kelsey Prestwood	Physical Education
David Rea	Science
Carli Speigner	History
Brien Sullivan	History
Libby Wallace	English

**Geneva High School Faculty and Staff**  
**505 Panther Drive**  
**Geneva, AL 36340**

**Administration and Office Staff**

Michael Crews	Principal
Brent Johnson	Assistant Principal
Jenny Bynum	Guidance Counselor
Jenna Gilmore	Bookkeeper
Leah Brinley	Secretarial Aide/Attendance Clerk

**Faculty**

Kelli Barrett	Mathematics
Danny Bedsole	Educational Interventionist
Hollie Bedsole	Science
Ashley Bell	Career Prep/Strength & Conditioning
Cathy Bennett	Educational Interventionist
Rich Bixby	Drivers Education
Cheri Cox	Science
Allie Davis	Paraprofessional, Special Education
Nikki Dyess	Career Coach
Nikki Ellenburg	Special Education
Paige Fountain	English
Nancy Galloway	Family & Consumer Science
Wes Garner	Math
Brandie Hall	Paraprofessional, Special Education
Jamel Harris	Physical Education
Tammy Henderson	School-Based Mental Health Coordinator
Allen Herrington	History
Jennifer Hoffman	Science
Christine Hunt	Speech/Special Education
Debbie Johnson	Media Specialist



Stan Lawton	Band/Music
Will McCart	History
Wendy Metz	Computer Science/Career Tech/COOP
Cyndi Mitchum	School Nurse
Susan Moore	Educational Interventionist
Deandrea Nesbitt	Art
Carri Parish	Mathematics
Nikki Pettis	English
Kim Seay	Mathematics
Freida Sellers	Custodian
Ryan Tidwell	History
Beth Turner	Paraprofessional, Special Education
Tyisha Tyrues	Custodian
Michael Vann	Agriscience
Jamie Weeks	English
Bridgett White	Health Sciences
Ashton Williams	Special Education
Chance Williams	Health/Physical Education
Dana Wyatt	Special Education
Teresa Kunkle	Lunchroom Manager
Tammy Beagles	Lunchroom
Sheila Pate	Lunchroom
LeighAnn Tidwell	Lunchroom

## **GENERAL SCHOOL INFORMATION**

### **EMERGENCY DRILLS**

Geneva City Schools conducts severe weather, fire, and lockdown drills regularly to teach proper procedures to follow during an actual emergency.

These drills are for your safety and welfare. Any disruptions committed during these drills will be viewed as serious violations.

### **Emergency Closing Procedures**

Occasionally, a circumstance arises which makes it necessary to close school before the usual time. Such a circumstance might be snow, storms, floods, or other unforeseen emergencies.

When this occurs, the following procedures will be followed:

1. An all-call system will be used to notify all parents.
2. Parents should listen to area radio and TV stations that will inform them of school closings.
3. Buses will transport students to their usual home station. Buses will not travel on unsafe roads.
4. Parents who normally pick up their children will need to come to the school immediately after the emergency announcement.

### **Severe Weather**

In case of a tornado watch or warning or any natural disaster, children will be taken to a place of safety. Drills are conducted during the year so that children will know how to react in the event they are faced with an actual tornado or threatening weather conditions.

The children will go to a pre-assigned area, kneel on the floor, and cover their heads. Parents should not call the school or pick up their children if an emergency of this nature occurs. Children will be safer at school than in a car during severe weather. Parents who insist on picking up their child/children during severe weather must report to the office and sign the child/children out of school. Children will ONLY be released when the immediate danger has passed. The parent's signature will be kept on file indicating that the child/children was/were checked out of school during severe weather.

### **Fire Drills**

Fire drills will be conducted multiple times annually. When the signal sounds, students will file out quietly, orderly, and quickly in the direction indicated by the teacher. An evacuation plan is posted in each classroom.

### **Lockdown Drills**

Lockdown drills will be conducted at least two times during the school year. Students will follow directions indicated by the teacher. In the event of an actual lockdown, no students or school personnel will be allowed to enter or leave the school during the lockdown (no check-in or check-outs). All exterior doors will be locked.

### **Emergency Notification**

Situations arise, ranging from needing a change of clothes to illness, where school officials must be able to reach you. As stated before, your child is not allowed to leave school early until the school has been in touch with you. Please make sure the school has a record of where you work during the day or where you can be reached. If you work out of town or for some other reason cannot be reached easily during the day, give us the name and telephone number of a relative or friend we may call instead.

### **Telephone Communication System**

The Geneva City School System will use a communication system that will notify all students' contacts (up to 7 per student) within minutes if an emergency such as when bad weather arises. The communication system will call all student contacts within minutes after the local school authorities have recorded a message and given permission for the call service to be activated. The call will show on the caller ID as a Geneva City School number.

This system can also be used for general reminders for school activities and other events. The call will show on the caller ID as a Geneva City School number.

### **Inclement Weather**

If severe weather should force the closing of schools, you can get up-to-date information from local radio and television stations, and social media sites such as:

### **Social Media Sites:**

**Facebook** (Geneva City Schools, Geneva High School, Geneva Middle School, James A. Mulkey Elementary School.)

**Radio:**

WOOF (Dothan) - dial 99.7 FM

WTVY (Dothan) – dial 95.5 FM

**Television:**

WTVY

WDHN

WSFA/FOX 34

**Grievance Procedure**

Our school system is committed to maintaining a positive, respectful, and safe learning environment for all students. We recognize that there may be times when students or parents have concerns or complaints that need to be addressed. This grievance policy provides a clear and simple process for resolving such issues in a timely and fair manner.

**Step 1: Informal Resolution**

1. Initial Discussion: Students or parents should first discuss their concern with the relevant teacher, staff member, or administrator as soon as possible. Many issues can be resolved quickly through open communication.
2. Follow-Up: If the issue is not resolved satisfactorily, the student or parent should schedule a follow-up meeting with the same individual or their immediate supervisor to seek further resolution.

**Step 2: Formal Complaint**

1. Written Complaint: If the issue remains unresolved after informal attempts, the student or parent may submit a written complaint to the school principal. The complaint should include:
  - A description of the concern or issue.
  - The steps taken to resolve the issue informally.
  - The desired outcome or resolution.
2. Principal's Review: The principal will review the complaint, meet with the involved parties, and provide a written response within ten school days.

**Step 3: Appeal Process**

1. Appeal to the Superintendent: If the student or parent is not satisfied with the principal's response, they may appeal in writing to the superintendent. This appeal must be submitted within five school days of receiving the principal's decision.
2. Superintendent's Review: The superintendent will review all relevant documentation, meet with the involved parties, and issue a written decision within ten school days of receiving the appeal.

**Step 4: Board of Education Review**

Forms are available in the Appendix of this handbook.

**Personal Property**

Personal possessions such as money, clothing, jewelry, etc., are your responsibility. Keep them in your possession always. Do not bring large sums of money or valuable personal property to the school. It encourages theft. Place your name in articles of clothing such as coats or jackets or other personal property. This makes it easy to return them to you in case they are found after a loss or theft. All electronic devices such as radios, iPods, CD players, headphones, etc. should not be brought to school unless permission from the principal is given. The school will not be responsible for any theft or loss of these devices. Objects brought without permission may be held until the school year ends or a parent comes to the school to claim them. **Please**

**follow your Physical Education Teacher's guidelines for the storing of personal items during P.E.**

### **Lost and Found**

A lost and found area has been set up for receiving and reclaiming articles found within the school. Bring any books, clothing, or other materials you find unattended to the office. **Unlabeled or unclaimed items left over 3 weeks may be donated to charity.**

### **Telephone Use**

You may use the school telephone only for emergencies. If such an emergency develops, the office staff places the call for you. You will not be called from class to answer a phone call except in an emergency. The office staff will take any messages and forward them to you at an appropriate time.

**Administrative discretion will occur when technology devices are misused for incidents that involve Class II or III Offenses.**

We realize that each individual is guaranteed certain rights of speech and expression, but in a disciplined learning environment where the safety and welfare of the majority is a primary concern, restraints and limits must be in place in order to maintain a safe, positive, and controlled learning environment. Mulkey Elementary School and Geneva Middle School prohibits the student use of all electronic communication devices, including cellular phones and pagers/beepers, at all schools during the school day. This is to include using a cellular phone to make voice calls, taking photos or videos, and/or sending/receiving text messages or posting anything to any social media site (i.e. Facebook, Twitter, Snapchat, etc.). Teachers have the discretion to have students remove watches of any type during class, i.e. test-taking.

## **OFFICE INFORMATION**

### **Visitors**

All visitors to school grounds must report to the office and obtain permission from an administrator prior to any visitation. Visitors, especially guests of students, are discouraged from coming on campus as they usually have a disruptive effect on classes.

### **Office Hours**

During the school year, school offices are open from 7 am until 4 pm, Monday through Friday, except for the listed holidays on the school calendar. School offices are open Monday through Thursday from 7 am until 4 pm during the summer.

### **Conferences with School Staff**

Conferences may be arranged through the school office or the student's teachers. Conferences may be held during the teacher's planning period or after school.

If you have any concerns about your child's grades or behavior, please feel free to contact us immediately.

### **Request for Assistance (PST)**

Parents may request academic or behavioral assistance for their child at any time through the Problem Solving Team (P.S.T.). This team is composed of the student's classroom teacher, other regular education teachers, a counselor, and other auxiliary members. The purpose of this team is to aid the classroom teacher and/or family members with strategies to help the student

be more successful in school. To serve the needs of the student, the P.S.T. may request an educational assessment, which could lead to eligibility for special education services. No decision concerning placement in special education services will be made without parental permission. For information, please contact your child's school counselor.

### **Parent-Teacher Organization (PTO)**

You are eligible and strongly urged to join this organization. It is an important means of maintaining strong ties and open communication between the home and school.

## **IMMUNIZATIONS AND MEDICATIONS**

### **Certificates of Immunization**

Alabama Law 1269 (amended 7-30-79) states, "No student should be admitted to school without a valid Certificate of Immunization or one of the exemption certificates" (Temporary, Medical, or Religious) – IMM-49 - Temporary Pink; IMM-51- Medical - yellow; IMM-52 - Religious white and certificate ADP-F-IM-90 (Rev. 9-90) - MMR.

### **Medication Guidelines**

Students may not carry prescription or non-prescription medications on their person to school. A few emergency drug exceptions exist with a physician's order, parent and school nurse permission, i.e. asthma inhalers. All meds on school premises must be signed in by a parent through the nurse's office and permission forms signed. Students are not allowed to transport the medication to and from school. Only a school nurse or unlicensed medication assistant may administer medications at school.

All medications brought to the school during the school year should be picked up by the parent no later than the last day of school. Any medication not picked up will be discarded according to state and federal guidelines.

**OVER THE COUNTER MEDICATIONS:** Over the counter medications will be accepted if age appropriate, in a sealed/unopened container, transported by a parent, and permission form signed, to be administered for a period of 2 weeks only. After 2 weeks, a physician's order will be required to continue the over the counter medication. Meds not picked up will be discarded at the end of one month.

**PRESCRIPTION MEDICATIONS:** Prescription medication may be given at school with the completion of a PPA (parent-physician authorization form). The physician portion should be completed by the physician and brought in with the parent when the medication is presented to the school nurse. The medication must be in a labeled current pharmacy bottle with printed instructions that match the instructions on the PPA. Please have the pharmacy provide a "school bottle" since no medication can be transported by the student.

Any questions about medications should be directed to Cyndi Mitchum, Geneva High School Nurse at 334-684-9379, Jada Herring, Geneva Middle School at 334-684-6431, or Missy Pate, Mulkey Elementary School Nurse at 334-684-2294.

### **BACKPACKS/ MENINGITIS/FLU INFORMATION**

Important information about the Dangers of Heavy Backpacks and Meningococcal and Influenza Diseases and Vaccines can be found on the Geneva City Schools District website. Disease and vaccine information is also available at [www.alabamapublichealth.gov/Immunization/](http://www.alabamapublichealth.gov/Immunization/)

### **Meningitis: How do you catch the disease?**

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune systems. College freshmen living in dormitories also have an increased risk of getting the disease. The disease is spread through the exchange of respiratory droplets or saliva with an infected person, including kissing, coughing, sneezing, sharing drinking glasses, and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

### **What are the symptoms of the disease?**

Fever, headache, stiff neck, red rash, drowsiness, nausea, and vomiting

### **Meningococcal vaccine: Who should get the vaccine and when?**

MCV4, or meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. **For more information on this and other vaccines, recommendations go to: [www.adph.org/immunization](http://www.adph.org/immunization)**

### **HEAD LICE**

From time to time, head lice become a problem that must be addressed. In an effort to control the spread of lice, we wish to create awareness and educate our students on this matter.

### **General Information:**

Head lice (*Pediculus capitis*) are a common problem among Alabama school children, and occur in all socioeconomic levels, regardless of age, gender, or standards of personal hygiene. They are highly communicable and difficult to prevent, but if parents take responsibility to check the entire family often, these parasites can be controlled. Head lice infestation is not a disease, but it can often be frustrating.

### **How does a person get head lice?**

It is important to remember that head lice are not capable of hopping, jumping, or flying. Head lice are primarily acquired by coming in direct contact with an infected person. Head lice may also be acquired by wearing a hat, coat, or scarf that has been recently worn by an infected person, by using a contaminated comb or brush, or by lying on contaminated furniture, carpeting, or bedding.

### **What are some signs of head lice?**

- Head scratching and intense scalp itching
- Redness or small bite marks on the scalp
- Swollen glands (located on the back of the neck near the ears)
- Tiny gray adult lice on hair and scalp
- Lice eggs called "nits"- white oval specks that look like grains of sugar

### **What kind of treatment should be used?**

Before one family member is treated, all should be examined. Those family members who show evidence of infestation should all be treated at the same time. The following procedure should be completed:

**Step 1.** Use one of the several louse remedies available at your drug stores, such as Rid A-200 and R&C Shampoo. All of these products must be used carefully and in observance of all safety guidelines. It might be important to consult your doctor before treating anyone with extensive cuts or scratches on their head or neck, or anyone presently taking medications. These products should not be used on infants. Lice nits on infants should be removed manually. It is important to read and follow carefully all package information before using the products.

**Step 2.** Remove the child's shirt and provide a towel to cover the child's eyes. DO NOT treat in the bathtub or in the shower, but have the child lean over the sink. This confines the lice product to the scalp or neck.

**Step 3.** It may take some time and it may be difficult, but ALL nits must be removed to ensure complete treatment. Most products will not kill all the nits and survivors will hatch into crawling lice within 7 to 10 days, generating a cycle of self-re-infestation. Even dead nits will cling to the hair and cause uncertainty about re-infestation. A fine-tooth comb is helpful but many nits will have to be pulled from the hair shaft with your fingers. **All nits must be removed before a child may return to school. No more than three (3) days absent from school will be excused.**

**Step 4.** A daily nit check is recommended for at least 10 days following treatment and then regular checking should become part of routine home hygiene.

**Treatment of personal articles and environment:**

Machine wash all washable clothing and bed linens which have been in contact with the infested person during the last three days. Articles should be washed in HOT WATER and dried in a HOT DRYER. Non-washables can be vacuumed or dry cleaned. Articles that cannot be washed or dry cleaned can be sealed in a plastic bag for 10 days and then removed and dusted for any dead nits or lice.

Rugs, upholstered furniture, and mattresses (and any other personal items that cannot be washed) should be carefully vacuumed to pick up any living lice or nits attached to fallen hairs.

The use of insecticidal sprays is not recommended and strongly discouraged as they may be harmful to members and pets and are of questionable benefit.

**What is the School's Responsibility?**

Schools are mandated by the Alabama Health Department to control head lice. In response to this mandate, the Geneva City School System will adhere to the following procedure:

1. Once lice have been detected, the child's parent will be notified. The child's parent will be expected to come to the school and take the child home to begin treatment (please see steps #1, #2, and #3 in the previous section). The child will not be allowed to return to school until ALL nits have been removed.
2. The child must be accompanied by his/her parent when he/she returns to school. The child and parent must report to the school nurse by 7:45 a.m. on the first day of the child's return to school.
3. The child will be checked again by the school nurse in seven to ten days (counted from the day of the child's return to school) to ensure that re-infestation has not occurred. If the child is infested, that child will not be allowed to return to class and the treatment process must be done again.

### **What is the parent's responsibility?**

It is the parent's responsibility to ensure the completion of treatment for the child. Parents must not be embarrassed, and they should notify their child's school so that other parents can be alerted to a possible outbreak. It is also important to notify the parents of your child's playmates. Parental cooperation and honesty can help to control this problem.

## **LEGAL INFORMATION**

### **Agencies Offering Assistance to Families**

Any parent/guardian or individual responsible for a student enrolled in the Geneva City Schools and needing assistance with the student is encouraged to seek support by contacting the school principal, the counselor, or an agency serving families. The school counselor has a list of the agencies providing assistance or you may check the yellow pages in your telephone book.

### **Attendance and Conduct (Act 94-782)**

Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to **properly conduct** himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

### **Parental Responsibility for Child's Damages (Vandalism) (Act 94-819)**

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property, plus court costs, caused by the intentional, willful, or malicious act of the minor.

### **Weapons in Schools (Act 94-817)**

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school bus is a Class C felony.

**In compliance with the Federal Gun-Free Schools Act of 1994 and with Alabama law, it is the policy of the Geneva City Board of Education that any student determined to have brought to school a weapon-firearm as herein defined, shall be expelled from the regular school program for a period of not less than one year. Expulsion is defined at a minimum as removing a student from the regular school where the violation occurred.**

**Any school administrator having knowledge of a student possessing a weapon or firearm must follow disciplinary actions outlined in Class III offenses in the Code of Student Conduct. However, the expulsion requirement may be modified for a student on a case-by-case basis by the Board. Also, the discipline of students with disabilities who violate this policy shall be determined by the Board on a case-by-case basis in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.**

## **SEARCH AND SEIZURE/SAFE AND DRUG-FREE SCHOOLS**

In conformance with State Board of Education Resolution 1-2-g and Alabama State Board of Education Administrative Regulation 290-010-020-01, law enforcement agencies shall be



allowed to make periodic, unannounced visits to any local public school for the purpose of detecting the presence of drugs.

Lockers, desks, parking lots, and any other fixtures or facilities provided for the students are the property of the school district. Also, students are subject to searches by school officials with **reasonable suspicion**. School officials may conduct searches or use other detection devices within the facilities or on the school campus at any time that it is felt that alcohol and other drugs, weapons, or any object considered to be harmful to the safe environment of the school may be present. Such visits may include the use of drug-sniffing dogs in schools and classrooms as appropriate. Code of Alabama **16-1-24.1 (1975)**

**Automobile Search:** Any automobile entering Geneva City School property is subject to search of the entire vehicle.

## **SEXUAL HARASSMENT**

Sexual harassment is illegal and will not be tolerated. The Geneva City Board shall investigate allegations of sexual harassment and take appropriate actions against employees and students who engage in sexual harassment. The grievance procedure is established to provide recourse for any person who feels that his/her civil rights have been violated as set out in the Civil Rights Act of 1964 (as amended), the Education Amendment of 1972, or Section 504 of the Rehabilitation Act of 1972. A student who believes he or she has been or is being subjected to any form of sexual harassment shall report the matter to his or her teacher, counselor, assistant principal, principal, or superintendent.

## **JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION POLICY**

### **Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited**

No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

### **Section 2: Definitions**

In this policy, these terms shall have the following meanings:

(a) "Bullying" means a continuous pattern of intentional behavior on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a

student.

(b) “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, the threat of assault, or assault.

(c) “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

(d) “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

(e) “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

(f) “Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

(g) “Student” as used in this policy means a person who is enrolled in Geneva City Schools.

**Common Forms of Bullying Please note that this is not intended to constitute an exhaustive list]**

**(a) Verbal Bullying** - Teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm, other pervasive, or ongoing pattern intended to intimidate, harass or shame a student

**(b) Social Bullying** - Exclusion – intentionally excluding a student, telling other students not to be friends with someone, spreading rumors about someone, embarrassing someone in public, or other pervasive, ongoing pattern intended to intimidate, harass or shame a student

**(c) Physical Bullying** – the victim’s personal boundaries are violated. Hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone’s things, making mean or rude hand gestures, or other pervasive, ongoing patterns intended to intimidate, harass or shame a student

**Section 3: Description of Behavior Expected of Students**

(a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristics of the student that is identified in this policy.

(b) Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin

- Disability

#### **Section 4: Consequences for Violations**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under the authority of this policy.

#### **Section 5: Reporting, Investigation, and Complaint Resolution Procedures**

(a) Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee, the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

(b) Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

(c) Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

#### **Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures, rules and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

#### **Section 7: Confidentiality**

To the greatest extent possible, all complaints will be treated as confidential, and in accordance with the Family Educational Rights and Privacy Act (FERPA) Limited disclosure may be necessary to complete a thorough investigation. The system's obligation to investigate and take corrective action may supersede an individual's right to privacy; however, every effort shall be made to protect the identity of the complainant and/or victim.

#### **Section 8: Policy Notification**

At the beginning of each school year, the principal shall provide awareness of this policy to students, staff, and parents through appropriate references in the Code of Student Conduct, the teacher handbook, and the school website.

## **LAW ENFORCEMENT**

**Law enforcement officers have the right to come on campus to interview students as suspects or witnesses.** The Board of Education authorizes building administrators to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest. The student may be removed from school premises if the officer or school administrator has reason to believe that the student has violated the law. The police department, juvenile services, or other law enforcement agencies may be informed regarding the misconduct of a student. Such notification may result in an arrest, a petition, a complaint, a warrant, a conference with law enforcement officials, and/or other actions deemed appropriate by the agencies involved.

**\*All of us have a shared responsibility to ensure that our schools are as safe as possible. No one has the right to interfere with your opportunity to learn. If you know of events occurring or about to occur that would severely disrupt the educational and safe environment of your school – be a responsible citizen – “REPORT IT”. The telephone number is posted at your school.**

**Policy Regarding TV Surveillance Cameras** – To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Geneva City Board of Education uses surveillance equipment on properties owned or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the system. Training shall be provided for authorized persons in the use, maintenance, and storage of equipment. Equipment shall be stored in secure places with access by authorized persons only. All school personnel, students, and parents should understand that they are being recorded while in school buildings, at school events, and on system-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes and can only be viewed by authorized personnel or law enforcement.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Geneva City, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Geneva City may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Geneva City to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for football, showing the weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local

educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Geneva City to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1. Geneva City has designated the following information as directory information:

- Student's Name
- Grade
- Address
- Telephone
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date of Birth

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day a request for access is received by Geneva City Schools.

Parents or eligible students should submit to the school principal or his/her designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Geneva City Schools to amend a record should write the school principal or his/her designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or

medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Geneva City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

#### **PARENT'S RIGHT TO KNOW (H.R. 1-37)**

**QUALIFICATIONS:** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**ADDITIONAL INFORMATION:** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent:

1. information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
2. timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not certified and teaching in the field.

## THE GENEVA CITY SCHOOL SYSTEM INTERNET ACCEPTABLE USE AGREEMENT

Students, their parents or guardians, and all staff who plan to use the Internet must read and sign this document. Students should return the signature page to homeroom teachers; *staff should return their signed forms to their principal.*

We believe that the Internet offers vast, diverse, and unique resources to students and faculty. Our goal in providing this service is to promote educational excellence by improving resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be of educational value in the context of the school setting. The Geneva City School System has taken precautions to restrict access to inappropriate and non-educational materials with content filtering and to help ensure that students use the Internet for educational purposes only. However, on the network, it is impossible to control all materials, and even though students are monitored by staff members, a determined user may discover undesirable materials. It is the responsibility of students and staff members to report any unacceptable sites or behavior to the Technology Coordinator and/or the school's administrative staff.

The smooth operation of this network relies on the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this use requires efficient, ethical, and legal utilization of the network resources. If a student or staff member violates any of these provisions, he or she is subject to disciplinary action.

### INTERNET TERMS AND CONDITIONS

1. "Acceptable Use" is the legal, ethical, courteous, and efficient use of the Internet and any of its resources. Its use must be in support of education and research and consistent with the educational objectives of Geneva City Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, hate material, or material protected by trade secrets. Violators will lose Internet privileges and will be subject to disciplinary action as deemed necessary.
2. Teachers and staff members will monitor all student usage of technology, the internet, and technology devices assigned to students.
3. The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The school officials will deem what is inappropriate use, and their decisions are final. The administration, faculty, and staff of Geneva City Schools may request the suspension of a specific user's privileges.
4. Using or attempting to use VPNs, proxy servers, or other means designed to circumvent content filtering or website access restrictions will result in the loss of privileges of computer and network access.
5. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. School system-issued email accounts are the property of the school system and are only to be used for approved educational purposes. They are not to be used by staff members or students to conduct any personal business, and upon employee termination, resignation or release, and upon student withdrawal, expulsion or graduation, their email accounts will be removed from the Geneva City Schools

- email system. Electronic mail is not guaranteed to be private and there should be no expectation of such.
- b. No one is to use abusive, threatening, or inappropriate language, such as swearing, vulgarity, and use of racist or hate-inciting statements or words.
  - c. Illegal activities are strictly forbidden.
  - d. Do not use the network or Internet in such a way that you would disrupt the use of either for other users.
  - e. Do not reveal personal names, addresses, or phone numbers of yourself or others nor financial information such as credit card numbers or bank account numbers.
  - f. Hacking into other computers, illegal use of others' passwords and disruption of other computers or networks is forbidden.
  - g. Any attempt to circumvent existing filtering or blocking software, i.e. using proxy or VPN connections, is strictly forbidden. If any educationally beneficial website is blocked, a teacher or student may request it be unblocked.
6. Geneva City Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages suffered. Use of any information obtained via the Internet is at your own risk.
  7. Network security is especially important when the system involves many users. If you feel you can identify a security problem on a computer, the network or the Internet, you must notify a school official. Do not demonstrate the problem to other users. Anyone attempting to illegally log onto any computer, network, or Internet point, or anyone identified as a security risk or having a history of questionable Internet use, may be denied access.
  8. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, time bomb, Trojan horse, password sniffing or cracking programs or systems, or the like.
  9. Anyone connecting any unauthorized device to the network via the computer or directly to the network will lose access to the network or any computer access. This includes but is not limited to, cell phones, iPods, and thumb drives. Written permission is required from the Technology Coordinator before any device is attached or connected to the network. Any discovered unauthorized device is subject to seizure and may not be returned.
  10. Cyberbullying is not allowed and will not be tolerated. Staff will inform and educate students in appropriate networking behavior and cyberbullying prevention at least once a year. Examples of cyberbullying include, but are not limited to, the following:
    - a. Using inappropriate language in any message or form of message communicated through the Geneva City Schools' Internet system, including but not limited to public messages, private messages, and material posted on web pages.
    - b. Using obscene, profane, lewd, vulgar, inflammatory, threatening, or disrespectful language.
    - c. Posting information, comments, or other forms of communication that could cause damage or disruption.
    - d. Engaging in personal attacks, including prejudicial or discriminatory attacks.
    - e. Harassing another person. Harassment is acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
    - f. Knowingly or recklessly posting false or defamatory information about a person or organization.



# School Compacts

## JAMES A. MULKEY ELEMENTARY SCHOOL SCHOOL-PARENT COMPACT

*James A. Mulkey Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year of 2024-25.*

### School Responsibilities

**Mulkey Elementary School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*James A. Mulkey Elementary School provides many and varied learning experiences to enrich all academic areas. It is our goal to constantly improve state assessment scores through innovative teaching techniques, which include instruction in reading comprehension, math procedures, and writing mechanics. A certified and teaching in-field staff will provide school-wide reform strategies. The strategies will assist preschool children with the transition from early childhood programs to kindergarten, and provide timely, effective assistance to students who experience difficulty meeting the state's standards; including taking specific steps to involve parents in helping their children meet the standards.*

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

*August Open House*

- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

*Mid-9 weeks progress reports will be sent home each grading period in addition to the regular report card sent home at the end of each quarterly grading period.*

- 4. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*Teachers are available for parent conferences during the school day at their planning period. Parents may call the school to arrange an appointment. Additionally, the staff will be available as needed during the day to accommodate the work schedule of parents.*

- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

*The school will send out questionnaires soliciting assistance from parents who would be willing to volunteer during the school year. For example, parents are asked to assist with several activities throughout the year. Some of the activities include planning and carrying out all Fall Festival activities, volunteering at book fairs, and reading to students during "Read Across America – Dr. Seuss Week". Parents also conduct fundraisers, participate in tutoring programs, and volunteer as library assistants. Parents are routinely invited to share information regarding their careers and life experiences with students. Such strategies are utilized when students are "Students of the Week" or "Author of the Week". Parents are also asked to serve on various committees including Title I Committee and Guidance Committee.*

**6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

*The teachers will hold conferences during their planning periods; however, other times are available when needed for the parents. Forms can be provided in multiple languages to meet the needs of parents.*

**Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- *Work hard to do my best in school.*
- *Attend school regularly.*
- *Obey student rules.*
- *Complete and return homework assignments.*

**GENEVA MIDDLE SCHOOL PARENT-STUDENT COMPACT**

*Geneva Middle School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year of **2024-25**.*

**School Responsibilities**

**Geneva Middle School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*Geneva Middle School provides many and varied learning experiences to enrich all academic areas. It is our goal to constantly improve State Assessment scores through innovative teaching techniques, which include instruction in reading comprehension, math procedures, and writing mechanics. A certified and teaching in-field staff will provide school-wide reform strategies. The strategies will assist pre-adolescent age children with the transition from elementary to middle school, and provide timely, effective assistance to students who experience difficulty meeting the state's standards; including taking specific steps to improve parents in helping their children meet the standards.*

- 2. Hold parent-teacher conferences (at least in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

*August Open House*

**3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide as follows:**

*Mid-9 week's progress reports will be sent home each grading period in addition to the regular report card sent home at the end of each quarterly grading period.*

**4. Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

*Teachers are available for parent conferences during the school day at their planning period along with after school. Parents may call the school to arrange an appointment. Additionally, the staff will be available as needed during the day to accommodate the work schedule of parents.*

**5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**

*The school will provide questionnaires during Open House soliciting assistance from parents who would be willing to volunteer during the school year. Parents are asked to assist with several activities throughout the year. Some of the activities include planning and assisting with the Fall Festival, volunteering at book fairs, helping assist with school supplies, and chaperoning dances, field trips, and academic competitions. Parents often help with fundraisers and extracurricular activities. Parents are also encouraged to join groups such as the PTO, Band Boosters, and the Sports Boosters Club. Parents are invited to share information regarding their careers and life experiences with students. Parents are also asked to serve on various committees such as the CIP Committee and the Guidance Committee.*

**6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

*The teachers will hold conferences during their planning periods; however, other times are available when needed for the parents. Forms can be provided in multiple languages to meet the needs of parents.*

**Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I Policy Advisory Committee, the District-wide Policy Advisory Committee, the State's Committee of Practitioners, and the School Support Team of other advisory or policy groups.*

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- *Work hard to do my best in school.*
- *Attend school regularly.*
- *Obey student rules.*
- *Complete and return homework assignments.*

**TIP SHEET**

**Parents** – Your encouragement and assistance can be vital in helping your child improve his/her grades. The following tips are specific suggestions for improving academic achievement.

- \_\_\_\_\_ 1. Check homework assignments daily for completion and neatness.
- \_\_\_\_\_ 2. Make sure your child studies for tests in advance.
- \_\_\_\_\_ 3. Check notebooks and book bags on a regular basis for organization.
- \_\_\_\_\_ 4. Provide opportunities for the student to read orally to you.

- \_\_\_\_\_ 5. Make sure that your child has an appropriate learning environment, away from television and other distractions.
- \_\_\_\_\_ 6. Forbid your child from bringing any distractors that take away from students' ability to concentrate at school (cards, games, etc.).
- \_\_\_\_\_ 7. Encourage your child to read his/her Accelerated Reader novel and, if necessary, to write a summary after reading each chapter.
- \_\_\_\_\_ 8. Remind students to do make-up work after an excused absence from school.
- \_\_\_\_\_ 9. Check handbooks for dates for progress reports and report cards.
- \_\_\_\_\_ 10. Continue to encourage your child to give his or her best; we will never give up on helping your child succeed.

**Students**

- \_\_\_\_\_ 1. Take the required materials to class each day (pencils, paper, books, notebooks).
- \_\_\_\_\_ 2. Write subject names on all notebooks and folders.
- \_\_\_\_\_ 3. Keep a homework assignment notebook or pick up a homework sheet from the office counter to be completed daily.
- \_\_\_\_\_ 4. Devote 15 minutes daily to studying each subject.
- \_\_\_\_\_ 5. Rewrite notes in order to understand new material.
- \_\_\_\_\_ 6. Get plenty of sleep and eat breakfast.
- \_\_\_\_\_ 7. Keep notebooks and book bags organized.
- \_\_\_\_\_ 8. Attend class every day, if at all possible.
- \_\_\_\_\_ 9. Makeup work missed when returning after an absence.
- \_\_\_\_\_ 10. Have a positive attitude, do your work, and follow the rules.

# APPENDICES

# INTERNET USE AGREEMENT SIGNATURE PAGE

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian:** As the parent or guardian of this student, I have read the **Internet Use Agreement** information found earlier in this handbook. I understand that this access is designed for educational purposes. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold Geneva City Schools responsible for materials acquired on the Internet. I hereby give permission for my child to have access to the Internet at Geneva City Schools.

**Parent or Guardian's Name:**

**Please Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Students and Staff:** I understand and will abide by the Geneva City Schools' Internet Use Agreement policies. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

**Alabama State Law (Act 94-782)** requires that both student and parent/guardian must sign and return this page stating they have received this handbook and the school board policies contained within, including those related to student behavior.

# HANDBOOK/PARENT-STUDENT AGREEMENT

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

**PLEASE SIGN AND TEAR OFF THIS PAGE AND RETURN IT TO YOUR HOMEROOM TEACHER.**

I have read and understand the contents of the **Geneva City Schools Student/Parent Handbook**. I acknowledge and understand that it applies to all students enrolled in the Geneva City Schools system. This policy includes all school-sponsored activities and events.

**Student's Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian's Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

As you may know, our school system has a website that can be accessed through <https://www.gck12.com/>. We post photos of our students involved in various activities on our website, social media sites, as well as news outlets. A student's image is included in the yearbook, on social media, etc. It is "all or nothing." We have permission to use their name and image on any and all school publications. In addition, we will record teachers doing lessons for students to review at home. Your permission is required for us to do so. Please mark the required box below, sign it, and return it to your child's teacher.

Yes, I give permission for my child to be included in the photos that may be posted on the school's website, social media sites, and/ or news outlets.

No, I do not give permission for my child to be photographed for the school's website, social media sites and/or news outlets.

**Parent/Guardian's Signature**

\_\_\_\_\_ **Date:** \_\_\_\_\_

## **JAMES A. MULKEY ELEMENTARY SCHOOL SCHOOL-PARENT COMPACT**

*James A. Mulkey Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year of 2024-25.*

### **School Responsibilities**

**Mulkey Elementary School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*James A. Mulkey Elementary School provides many and varied learning experiences to enrich all academic areas. It is our goal to constantly improve state assessment scores through innovative teaching techniques, which include instruction in reading comprehension, math procedures, and writing mechanics. A certified and teaching in-field staff will provide school-wide reform strategies. The strategies will assist preschool children with the transition from early childhood programs to kindergarten, and provide timely, effective assistance to students who experience difficulty meeting the state's standards; including taking specific steps to involve parents in helping their children meet the standards.*

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

*August Open House*

- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

*Mid-9 weeks progress reports will be sent home each grading period in addition to the regular report card sent home at the end of each quarterly grading period.*

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or "Author of the Week". Parents are also asked to serve on various committees including Title I Committee and Guidance Committee.

**6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.**

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**Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the amount of television their children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

- *Work hard to do my best in school.*
- *Attend school regularly.*
- *Obey student rules.*
- *Complete and return homework assignments.*

I have read and understand the contents of the **Geneva City Schools Student/Parent Handbook along with the James A. Mulkey Elementary Parent-Student Compact**. I acknowledge and understand that it applies to all students enrolled in the Geneva City School System. This policy includes all school-sponsored activities and events.

---

**Student's Signature**

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**Date**

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**Parent's Signature**

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**Date**

---

**School Representative's Signature**

---

**Date**

**To be completed if your child is a student at James A. Mulkey Elementary.**

## **GENEVA MIDDLE SCHOOL** **PARENT-STUDENT COMPACT**

*Geneva Middle School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year of **2024-2025**.*

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- *Promoting positive use of my child’s extracurricular time.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
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### **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:**

- *Work hard to do my best in school.*
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I have read and understand the contents of the **Geneva City Schools Student/Parent Handbook along with the Geneva Middle School Parent-Student Compact**. I acknowledge and understand that it applies to all students enrolled in the Geneva City School System. This policy includes all school-sponsored activities and events.

---

**Student’s Signature**

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**Date**

---

**Parent’s Signature**

---

**Date**

---

**School Representative’s Signature**

---

**Date**

To be completed if your child is a student at Geneva Middle School.

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Intentionally**

## BUS REGISTRATION

STUDENT NAME *(Please print)* \_\_\_\_\_

GRADE \_\_\_\_\_

PARENT/GUARDIAN NAME *(Please Print)* \_\_\_\_\_

SCHOOL *(Circle one)*                      ELEMENTARY                      MIDDLE                      HIGH

STUDENT ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMERGENCY CONTACT # \_\_\_\_\_

Bus# (Mornings) \_\_\_\_\_ Driver \_\_\_\_\_

Bus# (Afternoon) \_\_\_\_\_ Driver \_\_\_\_\_

The information on this form is correct and true to the best of my knowledge. I know and understand the rules of the bus and realize if the rules are not followed, the student will be subject to disciplinary action.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### BUS RULES

1. Keep a safe distance from the road and the bus until the driver signals for you to load.
2. When crossing in front of the bus, wait for the driver's signal before crossing and stay out ten feet from the bumper.
3. Obey and cooperate with the bus driver (bus drivers may assign seats for students).
4. Be at the bus stop on time (times may vary as much as 10 minutes due to traffic, inclement weather, or other unforeseen situations).
5. Be seated immediately after boarding and **remain seated properly**.
6. Do not argue, fight, or harass others. No profanity!
7. Keep your head and hands inside the bus and ensure no objects are thrown out of the bus.
8. Help keep the bus clean.
9. Ride to and from school on the bus assigned unless administrative approval is given specifying an alternate bus for that student.
10. Students will be picked up and dropped off at their residence or designated stop only.
11. Balloons are not permitted on school buses at any time.

❖ **Riding a bus is a privilege and not a right.**

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Intentionally**

## GENEVA CITY SCHOOLS STUDENT TEXTBOOK LOAN SHEET

The Alabama Textbook Law (Act No. 221, 16-36-32, 1965 Legislature) states that the parents or guardians of a child to whom state-owned textbooks have been issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks.

Further, the law requires that a receipt be obtained from the pupil and parent/guardian upon issuance of the textbook.

By signing this sheet the pupil and the parent/guardian acknowledge receipt and responsibility for exercising reasonable care in the use and preservation of such textbooks until they are returned to the school at the close of the school term or the student withdraws from school, whichever comes first.

Student Name \_\_\_\_\_ Date \_\_\_\_\_

	Name of Textbook	Book #	Condition at Issue	Remarks
1			N G F P	
2			N G F P	
3			N G F P	
4			N G F P	
5			N G F P	
6			N G F P	
7			N G F P	
8			N G F P	
9			N G F P	
10			N G F P	

HOMEROOM TEACHER: \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE: \_\_\_\_\_

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Intentionally**





**OTHER RELEVANT INFORMATION:**

The *Jamari Terrell Williams Student Bullying Prevention Act*, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following:

- (a) Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- (b) Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- (c) Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- (d) Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- (e) Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.

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***Student Signature***

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***Date***

OR

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***Parent/Guardian Signature***

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***Date***

Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

## TITLE IX FORMAL COMPLAINT FORM

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that prohibits discrimination based on the sex of students in educational institutions that receive federal financial assistance. When this formal complaint form has been completed and signed by a Complainant or the Title IX Coordinator, the alleged sexual harassment will be investigated by \_\_\_\_\_. A copy of this completed form, as well as information about Geneva City School's Title IX grievance process, will be provided to the Complainant and Respondent.

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**Complainant:** An individual who is alleged to be the victim of sexual harassment.

**Respondent:** An individual who is alleged to be the perpetrator of sexual harassment.

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### **COMPLAINANT PERSONAL INFORMATION (Please Print):**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Numbers: (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

If Student, School or Campus Name: \_\_\_\_\_ Grade: \_\_\_\_\_

If Employee, Office or Department Name: \_\_\_\_\_ Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

### **Type of Complaint:**

Discrimination based on: (Check all that apply)

Sexual Harassment     Sexual Assault     Gender-Based Harassment

Dating Violence     Stalking     Retaliation     Cyber Bullying     Other

**Date or Dates Incident Occurred:** \_\_\_\_\_

**RESPONDENT INFORMATION: Please list the individual(s) alleged to have engaged in sexual harassment/prohibited conduct:**

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

**DETAILED DESCRIPTION OF ALLEGED CONDUCT:** Please provide a detailed description (who, what, when and where did event took place) of the conduct alleged that you believe constitutes sexual harassment/prohibited conduct:

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**Informal Resolution:** Are you interested in the system's voluntary resolution process?

**Please Circle:** Yes    No

\_\_\_\_\_  
Signature of Complainant or Title IX Coordinator

\_\_\_\_\_  
Date

**GENEVA CITY SCHOOLS  
COMPLAINT FORM**

**School System:** Geneva City Schools                      **Date:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Complainant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_                      **Email:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_                      **Grade:** \_\_\_\_\_

**Description of Complaint: (Use the back of this form if necessary)**

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**Description of Desired Outcome: (Use the back of this form if necessary)**

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\* Please return this form to the school office where the complaint originated.