

**ST. CLAIR COUNTY BOARD OF EDUCATION
BOARD MEETING
CENTRAL OFFICE
May 18, 2015**

The meeting of the St. Clair County Board of Education was held on Monday, May 18, 2015. The board meeting began at 5:00 pm at the central office with the following board members in attendance:

Scott Suttle Marie Manning Angie Cobb Randy Thompson Terry Green

The following individuals were also in attendance:

Pat Ford	Pat Gann	Greg Cobb	Lisa Self	Lisa Love	Lisa Kay
Laura Kohler	Jacob Kay	Kenzie Clowdus	Rachelle Cox	Cassandra Taylor	Beth Evans-Smith
Rick Smith	Angie Cornutt	Ray Sanders	Eloise Williams	Patty Robinson	Brandie Kay

1. President Scott Suttle called the meeting to order.
2. A quorum of the board was present. Mr. DeGaris and Ms. Gray were absent. All other board members were in attendance.
3. Ms. Seals recommended approval of the agenda with the addition of 8,B Personnel Addendum. Mrs. Manning made the motion to accept the agenda as recommended and Mrs. Cobb gave the second. All members voted YES.
4. Ms. Seals recommended approval of the Consent Agenda. Mr. Thompson made the motion and Mr. Green gave the second. All members voted in favor of the Consent Agenda.
 - A. Minutes-April 20, 2015 and April 28, 2015
 - B. Approval of New and Revised Policies
 1. 3.44 Equal Opportunity
 2. 4.43 Field Trips
 3. 9.61 Guidelines for Use of Volunteers in Extracurricular Activities
 - C. Travel
 1. System Wide-Selected faculty member(s) to travel on June 17-22, 2015 to San Diego, CA to attend the SPARK Institute Conference. Expenses will be paid by Community Education
 2. AMS-Selected faculty member(s) and 7th and 8th grade students to travel on April 25-29, 2016 to Washington, DC to visit historical sites. Students will pay their own expenses.
 3. MJHS-Selected faculty member(s) and students to travel on March 18-25, 2016 to New York City, NY, Philadelphia, and the Gettysburg Battlefield. Students will pay their own expenses.
 4. AMS-Selected faculty member(s) and cheerleaders to travel on June 1-4, 2015 to UAB-Birmingham to participate in a summer cheer camp. Expenses will be paid by cheerleaders and the AMS cheerleading account.
 5. SCCHS-Selected faculty member(s) and JROTC students to travel on May 26-30, 2015 to Ft. McClellan-Anniston. Expenses are paid by JROTC and students.
 6. SHS-Selected faculty member(s) and softball team to travel on May 13-15, 2015 to Montgomery to attend the State Softball Tournament. Expenses will be paid by players and from the softball account.

5. Recognition

Name	School	Award
St. Clair County Commission		In appreciation for their dedication and support for the St. Clair County School System.
Patricia Gann	MJHS	St. Clair County Teacher of the Year (Secondary)

Ms. Deonne Stevens thanked the board and the St. Clair County Commission for their help regarding the mental health program. She said that it is because of them that they are able to continue to serve behavioral and emotional children. She said that couldn't do it without their help.

6. The following audience members addressed the board:

A. Mrs. Pat Ford said that she was proud to be from Ragland. She said that people in Ragland were good hearted and they always helped each other in times of trouble. She said that she wanted to commend the board for opening up the meetings in prayer and saying the pledge of allegiance each time. She said that she has talked with some board members regarding Coal City, Shoal Creek being rezoned, virtual learning, absentees and losing teaching units. She asked them to keep Ragland first if there are any extra monies available. She said that the principal is a Godly man who has already made many positive changes and that his heart is for the school and the students. She said that she didn't know why students have left the community but asked if the numbers went up if they would get back the lost teaching units. She said that they want to raise their numbers. She said that they are going to reach the goals they have set and then asked the board to keep the children in their thoughts and prayers and to relieve the loss of teacher units. She said that she wants their students to have every experience that 5A students experience.

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7. Financial Reports presented by Laura Nance for April 2015:

- A. Bank Reconciliation
- B. Other Financial Reports

8. A. Ms. Seals recommended approval of the Personnel Agenda. Mrs. Cobb made the motion to accept the recommendation and Mr. Green gave the second. All members voted YES.

PERSONNEL AGENDA

Employment - All new hires (certified and support) are contingent upon completed, satisfactory background check and completed personnel file. And issuance of certificate when applicable.

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
1	S-100	Wages, Gabriela Gilde	System-Wide	Translator	2/1/2015	\$20/hour as needed
2	S-58	Young, Jason R	Central Support	Helpdesk	8/1/2015	240 days (less amount due to late start)

Resignation

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
3	C-87	Sherbet, Kirbey Wilson	Ashville Middle School	P.E. Teacher	5/28/2015	
4	S-88	Hanline, Victoria L	Moody High School	Instructional Assistant	5/22/2015	
5	C-80	Green, Lori H	Moody Middle School	Resource Teacher	5/28/2015	
6	C-116	Berry, Regina Lamar	Springville Elementary School	Hearing Impaired Teacher	5/30/2015	
7	C-86	Cook, Daniel Patrick	Springville High School	Social Studies Teacher	5/27/2015	
8	S-85	Davis, Judith Kendrick	Springville High School	CNP Worker	5/22/2015	
9	C-133	Caldwell, Brandi Hughes	St. Clair County Board Of Ed.	Consulting Teacher	5/28/2015	
10		Coggins, Katherine	St. Clair County High	Varsity Head Softball Coach	5/12/2015	Does not affect teaching position

Retirement

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
11	C-84	Hardy, Handley J	Ashville High School	Asst Principal (7-12)	5/1/2015	
12	C-82	Mattison, Denise Morrison	Ashville High School	Computer Teacher	8/1/2015	
13	C-81	Banks, Judy G	Moody Middle School	Fourth Grade Teacher	5/31/2015	
14	C-82	Starrett, Alice Tingle	Odenville Middle School	Counselor (4-8)	8/1/2015	
15	C-80	Green, Thomas Woodrow	St Clair County High School	Social Studies Teacher	8/1/2015	
16	S-83	Amos, Michael W	Steele Jr High School	Custodial	7/1/2015	

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Reassignment

	PAF #	EMPLOYEE NAME	FROM	TO	EFFECT DATE	REMARKS
17	C-146	Dupre, Angela S	First Grade Teacher Springville Elementary School	Second Grade Teacher Springville Elementary School	6/1/2015	
18	C-97	McWhorter, Tracy Angell	Second Grade Teacher Springville Elementary School	Special Education Teacher Springville Elementary School	6/1/2015	
19	C-103	Morris, Billy Ray	Special Education Teacher Odenville Middle School	Computer Teacher Odenville Middle School	6/1/2015	
20	C-147	Peebles, Lindsay	Third Grade Teacher Springville Elementary School	Kindergarten Teacher Springville Elementary School	6/1/2015	
21	C-148	Reece, Tracy Ann Massey	Fine Arts Springville Elementary School	Computer Teacher Springville Elementary School	6/1/2015	

Voluntary Transfer

	PAF #	EMPLOYEE NAME	FROM	TO	EFFECT DATE	REMARKS
22	C-151	Alred, Brian Alan	P.E. Teacher Ragland High School	Health Teacher St. Clair County High School	6/1/2015	
23	S-105	Hutcheson, Julie Douthit	Special Education Assistant Odenville Intermediate School	Special Education Assistant Odenville Middle School	6/1/2015	
24	C-107	Lipscomb, Amanda White	Special Education Teacher Odenville Intermediate School	Special Education Teacher Odenville Middle School	6/1/2015	
25	C-77	Wonert, Erica Bagley	Third Grade Teacher Odenville Intermediate School	Third Grade Teacher Springville Elementary School	6/1/2015	

Substitutes

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
28	S-95	Lowe, Ronald Edmund	St. Clair County Bus Shop	Substitute Bus Driver	7/1/2015	

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Extended Day

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE		REMARKS
27	S-89	Crews, Thomas Edward	Ashville Elementary School	Extended Day Adult Aide	5/28/2015		Funding - Student Tuition \$12/hour
28	S-91	Finley, Samantha Julia	Odenville Elementary School	Student Assistant	5/28/2015		Funding - Student Tuition \$9/hour
29	S-90	Wiggins, Brandon Allen	Odenville Elementary School	Student Assistant	5/28/2015		Funding - Student Tuition \$9/hour
30	C-101	Brown, Brittany Gross	Ashville Elementary School	Extended Day Teacher	5/28/2015		Funding - Student Tuition \$17/hour

Extended School Year

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE		REMARKS
31	C-118	Hallman, Mary Elizabeth	Odenville Intermediate School	IDEA Sp Ed ES/ Yr - Summer	6/9/2015	7/2/2015	Funding - IDEA \$30/hour
32	S-93	Moore, Carmen Franklin	Odenville Intermediate School	IDEA Sp Ed ES/ Nurse - Summer	6/8/2015	7/2/2015	\$30.00/hour approximately 3 hours per day
33	S-92	Self, Lashon	Odenville Intermediate School	IDEA Sp Ed ES/ Nurse - Summer	6/8/2015	7/2/2015	\$30.00/hour approximately 3 hours per day

Supplements and Additional Programs

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE		REMARKS
34	C-84	Gibson, Brittany Whitfield	St Clair County High School	Counselor (7-12)	5/27/2015		Add additional 15 days summer 2015
35	C-85	Swindall, Susan Celeste	John Pope Eden Avc	Career Tech Health Teacher	6/1/2015		Serve as mentor and paid \$600 with state grant for FY 2015

21st Century

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE		REMARKS
36	S-111	Armstrong, Hunter Ryley	Margaret Elementary	21st Century Student Aide	4/21/2015		Change of effective date from 6/1/2015
37	S-79	Simpson, Grant Miller	Margaret Elementary	21st Century Student Aide	6/1/2015		Funding - 21st CCLC grant \$9/hour
38	S-110	Thomas, Breana Michelle	Margaret Elementary	21st Century Adult Aide	6/1/2015		Funding - 21st CCLC grant \$12/hour

Migrant Program

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE		REMARKS
39	S-78	Duarte, Melissa Anne	Steele Jr High School	Migrant Adult Aide	8/1/2015	10/31/2015	Extended dates of hire
40	C-149	Mendez, Christopher Anthony	Steele Jr High School	Migrant Bilingual Student Aide	6/1/2015	7/31/2015	Funding - Migrant \$15/hour
41	S-117	Soto, Adela	Steele Jr High School	Migrant Bilingual Student Aide	6/1/2015	7/31/2015	Funding - Migrant \$15/hour
42	C-99	Wise, Danny Coy	Steele Jr High School	Supplement	6/1/2015	7/31/2015	Supplement for \$1,000 for Director Designee

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Summer Programs

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE		REMARKS
43	C-137	Ehols, Melody Hope	Ashville High School	CNP - Summer Programs	5/28/2015	8/11/2015	Funding - CNP \$17/hour
44	C-138	Needham, Breanna June	Ashville High School	CNP - Summer Programs	5/28/2015	8/11/2015	Funding - CNP \$17/hour
45	S-132	Roberts, Stephanie Leigh	Ashville High School	CNP - Summer Programs	5/28/2015	8/11/2015	Funding - CNP \$17/hour
46	C-131	Davis, Connie Deann	Margaret Elementary	CNP - Summer Programs	8/1/2015	8/28/2015	Funding - CNP \$17/hour
47	S-130	Rhodes, Anita Dawn	Margaret Elementary	CNP - Summer Programs	8/1/2015	8/28/2015	Funding - CNP \$17/hour
48	C-123	Bailey, Wilma Jean	Moody Elementary School	CNP - Summer Programs	8/1/2015	7/31/2015	Funding - CNP \$17/hour
49	C-125	Gilliland, Keila Suzanne	Moody Elementary School	CNP - Summer Programs	8/1/2015	7/31/2015	Funding - CNP \$17/hour
50	C-126	Howard, Lisa M	Moody Elementary School	CNP - Summer Programs	8/1/2015	7/31/2015	Funding - CNP \$17/hour
51	C-122	Mathis, Jessica R	Moody Elementary School	CNP - Summer Programs	8/1/2015	7/31/2015	Funding - CNP \$17/hour
52	C-124	Washington, Leslie E	Moody Elementary School	CNP - Summer Programs	8/1/2015	7/31/2015	Funding - CNP \$17/hour
53	S-134	Bailey, Wilma Jean	Odenville Elementary School	CNP - Summer Programs	8/1/2015	7/24/2015	Funding - CNP \$17/hour
54	C-136	Gilliland, Keila Suzanne	Odenville Elementary School	CNP - Summer Programs	8/1/2015	7/24/2015	Funding - CNP \$17/hour
55	C-127	Reaves, Brenda Sue	Odenville Elementary School	CNP - Summer Programs	8/1/2015	7/24/2015	Funding - CNP \$17/hour
56	S-129	Cambron, Teresa Diane	Ragland High School	CNP - Summer Programs	8/1/2015	7/31/2015	Funding - CNP \$17/hour
57	C-128	Foster, Edith M	Ragland High School	CNP - Summer Programs	8/1/2015	7/31/2015	Funding - CNP \$17/hour
58	C-121	Ehols, Melody Hope	Steele Jr High School	CNP - Summer Programs	8/15/2015	7/24/2015	Funding - CNP \$17/hour
59	S-120	Farmer, Randy Farrell	Steele Jr High School	CNP - Summer Programs	8/15/2015	7/24/2015	Funding - CNP \$17/hour
60	C-135	Roberts, Stephanie Leigh	Steele Jr High School	CNP - Summer Programs	8/15/2015	7/24/2015	Funding - CNP \$17/hour
61	S-119	Wolfe, Sandra Jean	Steele Jr High School	CNP - Summer Programs	8/15/2015	7/24/2015	Funding - CNP \$17/hour

8. B. Ms. Seals recommended approval of the Personnel Addendum. Mr. Thompson made the motion to accept the recommendation and Mrs. Cobb gave the second. Mrs. Manning voted NO. Mr. Suttle, Mrs. Cobb, Mr. Thompson and Mr. Green voted YES. The motion carried.

PERSONNEL ADDENDUM

Employment - All new hires (certified and support) are contingent upon completed, satisfactory background check and completed personnel file. And issuance of certificate when applicable.

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
1	C-153	Shelton, Ashley Maddox	Ashville Elementary	Second Grade Teacher	8/4/2015	Funding - Foundation 187 days
2	C-154	Gomez, Amy Leigh	Ashville Elementary	Kindergarten Teacher	8/4/2015	Funding - Foundation 187 days
3	C-158	Neely, Jordan Danielle	Ashville Elementary	Collaborative Teacher	8/4/2015	Funding - Title I 187 days
4	C-156	Ford, Michael Seth	Ashville High School	PE/Driver Ed Teacher	8/4/2015	Funding - Foundation 187 days
5	C-157	Ford, Michael Seth	Ashville High School	Varsity Boys Head Basketball Coach	2015-2016 School Year	Head coaching responsibilities begin May 27, 2015, pay begins start of 2015-2016 school year

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Resignation

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE		REMARKS
6	C-152	Countryman, Gail D.	Margaret Elementary	Fourth Grade Teacher	8/1/2015		
7	C-155	Smith, Deborah June	Moody Elementary	Third Grade Teacher	5/28/2015		

Extended Day

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE		REMARKS
8	S-143	Seymour, Evan Joseph	Odenville Intermediate	Student Assistant	5/28/2015		Funding - Student Tuition \$9/hour
9	S-144	Moore, Mason	Ashville Elementary	Extended Day Adult Aide	5/28/2015		Funding - Student Tuition \$12/hour
10	S-140	Sherer, Trey	Springville Elementary	Student Assistant	5/28/2015		Funding - Student Tuition \$9/hour
11	S-141	Lawley, Marinda	Springville Elementary	Extended Day Adult Aide	5/28/2015		Funding - Student Tuition \$12/hour
12	S-81	Robertson, Sarah	Springville Elementary	Extended Day Adult Aide	5/28/2015		Funding - Student Tuition \$12/hour
13	S-139	Hardiman, Jordan	Springville Elementary	Extended Day Adult Aide	5/28/2015		Funding - Student Tuition \$12/hour
14	S-94	VandeVander, Callie	Springville Elementary	Extended Day Adult Aide	5/28/2015		Funding - Student Tuition \$12/hour

Supplements and Additional Programs

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE		REMARKS
15	C-159	Burns, Justin	Moody Jr. High School	Assistant Principal	5/27/2015		Add additional 15 days summer 2015
16	C-160	Smitherman, Thomas P	Moody High School	Assistant Principal	5/27/2015		Add additional 15 days summer 2015
17	C-161	Winship, Heather	Moody High School	Counselor	5/27/2015		Add additional 7.5 days summer 2015
18	C-162	West, April Dawn	Moody High School	Counselor	5/27/2015		Add additional 7.5 days summer 2015

OTHER NOTIFICATIONS NOT NEEDING BOARD APPROVAL

This section is posted for informational purposes only and did not require board approval

Family Medical Leave

	PAF #	EMPLOYEE NAME	SCHOOL	JOB	REMARKS
1	C-112	COLAFRANCESCO, LESLIE HUCKABY	SPRINGVILLE ELEMENTARY SCHOOL	FIRST GRADE TEACHER	EFFECTIVE DATE: MAY 4, 2015 THROUGH SEPTEMBER 25, 2015
2	S-113	BANKS, LAURIE ANNE	ST CLAIR COUNTY HIGH SCHOOL	BOOKKEEPER	EFFECTIVE DATE: APRIL 6, 2015 THROUGH MAY 26, 2015
3	S-114	BARBER, RANDY S	RAGLAND HIGH SCHOOL	CUSTODIAL	EFFECTIVE DATE: MARCH 2, 2015 THROUGH APRIL 21, 2015

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9. Ms. Seals recommended approval of Bid #15-03 Summer Floor Refinishing and Carpet Cleaning. Mrs. Manning made the motion to accept the recommendation and Mr. Green gave the second. All members voted YES.

Bid #15-03 Summer Floor Refinishing and Carpet Cleaning

	Complete Cleaning	Southern Cleaning Services Inc.	Jani-King of Birmingham					
FULL SERVICE - waxing and carpet	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID
AHS	no bid	\$3,746.60	\$3,500.00					
RYAS	no bid	\$2,375.00	\$2,200.00					
MES/MMS OLD	no bid	\$8,106.00	\$6,500.00					
OES	no bid	\$6,663.00	\$4,500.00					
SES	no bid	\$6,731.00	\$5,100.00					
SMS	no bid	no bid	\$4,963.00					
RES	no bid	\$4,481.00	\$3,088.00					
ECTC GIFTED	\$600.00	no bid	\$2,900.00					
SHS (local funds)	no bid	no bid	\$6,500.00					
RHS (local funds)	no bid	no bid	\$5,500.00					

CARPET CLEANING ONLY	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID
AMS	no bid	no bid	\$175.00					
MJHS	no bid	no bid	\$300.00					
OIS	no bid	no bid	\$200.00					
SCCHS	no bid	no bid	\$375.00					
SHS	no bid	no bid	\$293.00					
RHS	no bid	no bid	\$380.00					
SJHS	no bid	no bid	\$243.00					
C. OFF	no bid	no bid	\$525.00					
ECTC	\$150.00	no bid	\$300.00					

CAFETERIA WAXING	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID	\$ OF BID
AHS	\$474.00	no bid	\$450.00					
OES	\$474.00	no bid	\$450.00					
SCCHS	\$474.00	no bid	\$450.00					
MES	\$474.00	no bid	\$450.00					
SMS	\$474.00	no bid	\$450.00					
SHS	\$474.00	no bid	\$450.00					
SJHS	\$474.00	no bid	\$450.00					
RES	\$474.00	no bid	\$450.00					
MHS	\$474.00	no bid	\$450.00					
MMS	\$474.00	no bid	\$450.00					

Recommendation: It is recommended that the highlighted bids be accepted for summer floor cleaning.

10. Board Member Comments:

A. Mrs. Manning thanked the Ragland community for coming and said that she appreciates them. She said that she would be delighted to sit down with them in a small group setting and answer any questions. She told them to feel free to call her. She then congratulated Mrs. Gann.

B. Mr. Green said that he wanted to echo what Mrs. Manning had said. He said that he appreciated Mr. Manning and what all he does for the county and Mrs. Gann and what she has done. He also said that he appreciated Mrs. Ford for coming and that he enjoyed hearing from the community and that they take all concerns seriously. He said that they have met needs wherever they are.

C. Mr. Suttle said that he has learned that all boards do not operate as smoothly as theirs. He said that some places there is friction and lack the harmony that they have between boards and other public entities.

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11. Superintendent comments:

Ms. Seals said that the last day for students was on Friday, May 22nd and that she was proud of all of the students. She then thanked Pat Ford for coming and congratulated Mrs. Gann. She also thanked Mr. Manning for coming and for all he has done for the St. Clair County School System. She then reminded the board members of the AASB Summer Conference scheduled for June 19-21, 2015. She closed in saying that Ragland's graduation was tonight at 7:00.

12. Announce next board meeting- Next regular board meeting-Monday, June 15, 2015 at 6:00 p.m. at the central office.

13. President Scott Suttle recommended approval to adjourn. Mr. Thompson moved to approve the recommendation.

Approved the 15th day of June, 2015

Board President

Board Secretary

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EQUAL OPPORTUNITY

3.44

~~I. No person shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school system except as provided by law.~~

I. It is the policy of the St. Clair County Board of Education that all students, without regard to status (e.g., homeless, limited or non-English proficient, immigrant, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, age, marital status, race, religion, belief, national origin, ethnic group, disability, or other protected status and will provide equal access to the Boy Scouts and other designated youth groups.

II. The St. Clair County Board of Education shall comply with the Americans with Disabilities Act of 1990 (ADA), Title IX of Education Amendments of 1972, and all other federal and state laws that make it unlawful to discriminate against a qualified individual with a disability who can perform the essential functions of his/her job with reasonable accommodations.

III. Persons alleging such discrimination shall use the grievance procedure provided elsewhere in these policies as a remedy.

IV. The Superintendent shall develop procedures to notify St. Clair County School System employees, applicants for employment, and other affected groups.

REFERENCE(S):

**CODE OF ALABAMA
[16-1-30](#), [16-8-8](#), AMERICANS WITH DISABILITIES
ACT OF 1990, TITLE IX OF EDUCATION AMENDMENTS OF 1972,
CIVIL RIGHTS ACT OF 1964 AND AMENDMENTS,
SECTION 504 OF REHABILITATION ACT OF 1973**

HISTORY:

**ADOPTED: JULY 12, 1999
REVISED: DECEMBER 15, 2003; NOVEMBER 7, 2005; FEBRUARY 22, 2010
FORMERLY: JCD**

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FIELD TRIPS

4.43

Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the St. Clair County Board of Education delegates to the Superintendent the responsibility for development of administrative criteria governing field trips. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time except where the school is engaged in an activity, competition, or contest that requires use of school time.

- I. All local, in state and **overnight field trips** must be approved in advance by the school principal with prior notification given to the Superintendent. Notification of such travel must be received by the Superintendent at least seven (7) days prior to the anticipated travel date.
- II. All out-of-state **and overnight** field trips must be approved in advance by the principal, the Superintendent, and the Board. Requests for out-of-state and overnight travel must be submitted to the Superintendent at least thirty (30) days prior to the anticipated travel date.
- III. Requests for approval of all field trips must be submitted on field trip request forms. Upon approval of any field trip, the school principal shall be responsible for notifying the Superintendent through the submission of a copy of an approved field trip request form. Such notification shall be made at least seven (7) days in advance of the expected travel date for local and in-state field trips with a thirty (30) day advanced notification required for out-of-state and/or overnight field trips.
- IV. Before any trip as noted above is taken, a completed and signed parental permission form shall be secured from each student planning to go on the field trip. Students who have not submitted a signed parental permission form shall not be allowed to take the trip. Students participating in a series of trips, such as football, basketball, etc., may submit one parental permission form to cover all trips associated with the activity.
- V. St. Clair County School System medication administration procedures and policies shall be followed for students participating in field trips.
- VI. Field Trip Transportation Using School System or Common Carriers: In order to reduce the costs of field trips for students, St. Clair County School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school day based on prior approval by the Superintendent. Approval for the use of privately owned buses/common carriers must be secured from the principal prior to discussions of the trip with students. Private buses/common carriers should be used only when School System buses are unavailable or impractical. When School System buses are used, the following provisions will apply:

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

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- C. Said vehicle is owned and/or operated by a member of the professional staff of the School System or an approved adult member of the community.
- D. The trip is covered by the Board's liability insurance or other approved liability insurance.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#)

HISTORY:

ADOPTED: MAY 21, 2001
REVISED: DECEMBER 15, 2003; FEBRUARY 22, 2010, _____

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GUIDELINES FOR USE OF VOLUNTEERS IN EXTRACURRICULAR ACTIVITIES	9.61
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OVERVIEW

The St. Clair County Board of Education (SCCBOE) recognizes the potential benefits of volunteers that assist with extracurricular activities offered at the schools within our school system. These guidelines are presented as general operating procedures for parties involved with volunteer opportunities and are not considered exhaustive.

DEFINITION

Within the scope of these guidelines, a volunteer is defined as a non-employee of the SCCBOE who receives no compensation for his or her involvement with extracurricular activities and who is not compensated based upon any supplement or salary matrix of the SCCBOE.

SCOPE

These guidelines shall be applicable to all volunteers for extracurricular activities, including, but not limited to, athletics, cheerleading, band, band auxiliary, archery, and academic teams. Guidelines specifically associated with the Alabama High School Athletic Association (AHSAA) may only be applicable to volunteers assisting with athletic or cheerleading teams.

SUPERVISION

All volunteers shall be directly supervised by an employee of the SCCBOE and may not serve as a head coach or sponsor of any sport or extracurricular activity. Employees designated as head coaches or sponsors shall have final authority associated with the operations of the team.

RESPONSIBILITIES OF THE PRINCIPAL, HEAD COACH, DIRECTOR, AND SPONSOR

The principal of each local school where a volunteer seeks to participate in extracurricular activities shall be responsible for ensuring that all requirements contained within these guidelines are satisfied prior to the volunteer's participation. All documentation required to authorize a volunteer's participation in extracurricular activities shall be maintained by the principal. The principal, head coach, director, and sponsor of the sport or extracurricular activity for which the volunteer is assisting is responsible for ensuring that the volunteer remains in compliance with these guidelines. A volunteer's performance shall be reviewed each year, and a volunteer shall be required to satisfy the requirements of this policy on an annual basis.

VOLUNTEER RESPONSIBILITIES

The volunteer is responsible for willingly and freely complying with the Guidelines for Use of Volunteers in Extracurricular Activities. Failure to do so shall result in immediate revocation of volunteer opportunities.

REQUIREMENTS

Before a volunteer shall participate in any extracurricular activity, the volunteer shall satisfy the following requirements:

1. Complete a Volunteer Application (yearly)
2. Submit Proof of graduation from high school
3. Submit two (2) character references

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4. Complete a satisfactory interview with a school administrator, central office administrator, or other system designee (yearly)
5. Receive a clear background check (yearly)
6. Submit a copy of valid Alabama driver's license (yearly)
7. Satisfy all AHSAA required items:
 - a. Fundamentals of Coaching/Coaching Principles online course completion
 - b. First Aid and Safety for Coaching online course completion
 - c. STAR Sportsmanship course completion
 - d. NFHS Concussion course completion
 - e. NFHS Heat Acclimatization course completion
 - f. Active CPR certification
8. Complete Volunteer Agreement (yearly)

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Volunteer Coaching Agreement
St. Clair County Schools
For School Year _____ to _____

STATUS

This is an agreement for volunteer services between the St. Clair County Board of Education (SCCBOE) and the volunteer applicant listed below for the ____ School Year. The purpose of this agreement is to provide guidance to volunteers within the SCCBOE. Individuals who volunteer to assist in any capacity within the athletic programs of the SCCBOE and are not employees of the SCCBOE are termed "Volunteer Coaches" and will be held to the level of performance and accountability as outlined in this document. It is important for each person who pursues volunteer coaching opportunities to recognize that his/her service is at the discretion of the SCCBOE. Volunteer coaching opportunities may be extended or revoked at any time with or without cause at the discretion of the Head Coach, Principal, Athletic Director, Personnel Director, and/or Superintendent of the SCCBOE. This Agreement shall terminate at the end of the ____ School Year.

REQUIREMENTS

Before a volunteer shall participate in any extracurricular activity, the volunteer shall satisfy the following requirements:

1. Complete a Volunteer Application (yearly)
2. Submit Proof of graduation from high school
3. Submit two (2) character references
4. Complete a satisfactory interview with a school administrator, central office administrator, or other system designee (yearly)
5. Receive a clear background check (yearly)
6. Submit a copy of valid Alabama driver's license
7. Satisfy all AHSAA required items:
 - a. Fundamentals of Coaching/Coaching Principles online course completion
 - b. First Aid and Safety for Coaching online course completion
 - c. STAR Sportsmanship course completion
 - d. NFHS Concussion course completion
 - e. NHFS Heat Acclimatization course completion
 - f. Active CPR certification
8. Complete Volunteer Agreement (yearly)

As a Volunteer Coach I understand and agree to the following (initial in the blank by each statement to indicate agreement):

- _____ 1. I shall adhere to the policies of the St. Clair County Board of Education and the Alabama High School Athletic Association as it relates to the sport I serve.
- _____ 2. I shall accept direction and supervision from the Principal, Athletic Director, Head Coach of the sport served, and other School District Administration.
- _____ 3. I shall maintain a professional relationship at all times with parents, students, players, and coaches.
- _____ 4. I shall follow appropriate confidentiality guidelines.
- _____ 5. I shall follow appropriate dress code.
- _____ 6. I shall not use any alcohol, tobacco, or controlled substances while on school grounds or at a school event or be under the influence of alcohol or controlled substances while on school grounds or at a school event.
- _____ 7. I shall refer any questions about students or issues with parents to the Head Coach or appropriate School Administrator.

