



**GULF SHORES**  
CITY SCHOOLS

GULF SHORES CITY BOARD OF EDUCATION  
WORK SESSION AGENDA  
AUGUST 1, 2019  
4:00 P.M.  
CENTRAL OFFICE

**1. Call To Order**

**2. Discussion Items**

- A. Legal Fees
- B. Financial Report
- C. Code of Conduct
- D. Employee Handbook
- E. Personnel Updates / Contracts
- F. Memorandum of Understanding (AltaPointe)
- G. Superintendent Annual Evaluation
- H. Purchase/Contract/Bid Approval
  - 1. Copiers for GSHS and GSMS
  - 2. School Buses
  - 3. Renaissance Learning Software
  - 4. Siemens HVAC Controls
- I. Policy Update
  - 1. Wellness Policy
- J. School Calendar- Activities Update
- K. Construction Update
- L. Public Comment

Documents:

GSBOE EMPLOYEE HANDBOOK 2019-2020 (FINAL).PDF  
POLICY- WELLNESS POLICY.PDF

**3. Adjournment**



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**No policy, guideline, or procedure that is described in this handbook shall supersede policies, guidelines, or procedures that are provided in the Gulf Shores Board of Education Policy Manual.**

## GOVERNING PRINCIPLES

### Purpose Statement:

The purpose of Gulf Shores City Schools is to provide engaging learning environments, rigorous academics, and to incorporate the unique resources of our community to empower all students to achieve success.

## CORE VALUES

### We believe in:

1. Promoting rigorous, comprehensive, and relevant curriculum that prepares students to become productive citizens and lifelong learners.
2. Developing self-reliance by incorporating the student's physical, mental, emotional and social well-being into the teaching/learning environment.
3. Fostering inclusive, engaging members of society, and encouraging critical and creative thinking.
4. Recruiting and emboldening the best and the brightest faculty and staff and rewarding innovation and collaboration.
5. Instilling a sense of pride in our schools by engaging the Gulf Shores community in the educational experience.

## PURPOSE OF THE EMPLOYEE HANDBOOK

The Gulf Shores City Schools Employee Handbook is designed to communicate the school system's major policies and procedures. Many resources including federal and state laws, Alabama State Board of Education rules and guidelines, and administrative regulations were referenced during the development of the handbook. No handbook can include or anticipate every issue, question, situation or concern that may arise. Each employee is required to be knowledgeable about the policies and regulations of the Gulf Shores City School System and implement them in a spirit of good faith. When in doubt, please ask administration before making a decision or taking an action that could violate a law or policy and endanger your employment with the Gulf Shores City School System.

By providing a brief overview of the most commonly referenced policies, procedures, information, and sources often needed by employees, this handbook serves as a guide and does not constitute any part of any employment contract, nor supersede any law, policy, or procedure. Economic conditions, federal and state law, and organizational needs change periodically; therefore, the Gulf Shores City School System reserves the right to revise, expand or discontinue this information at any time. Only the Superintendent and Board may approve changes to Gulf Shores City School System policies and administrative regulations. The information in this handbook is current at the date of its publication. If there is a conflict between the information in this handbook and any law, rule, policy or regulation for the United States, the state of Alabama, the Alabama State Board of Education, or Gulf Shores City Schools, the law, rule, policy or regulation is the controlling authority.

If you have questions or need additional information –

- Ask your principal or immediate supervisor
- Consult the Gulf Shores City School System policy manual
- Contact central office at 251.968.9873

*For additional information, answers to questions, or concerns not covered in this handbook, employees are encouraged to contact the school principal, the worksite supervisor, the office of human resources, and/or the office of the Superintendent. The school system website [www.gsboe.org](http://www.gsboe.org) contains "Frequently Asked Questions" (FAQs) section with updated information for specific departments or areas.*

## CONTACT INFORMATION

### CENTRAL OFFICE

<b>NAME</b>	<b>POSITION</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
Dr. Matt Akin	Superintendent	251-968-9873	Makin@gsboe.org
Dr. Stephanie Harrison	Assistant Superintendent	251-968-9851	sharrison@gsboe.org
Mr. Chad Green	CFSO	251-968-9849	cgreen@gsboe.org
Ms. Marcelinia Sumerlin	HR Manager	251-968-9859	msumerlin@gsboe.org
Mr. Beau Roode	Director of Operations	251-968-9858	broode@gsboe.org
Sandi Harris	Admin. Assistant	251-968-9873	sharris@gsboe.org

### ADMINISTRATORS

<b>NAME</b>	<b>POSITION</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>
Ms. Cindy Veazey	GSHS Principal	251-968-8001	cveazey@gsboe.org
Mr. Kyle McCartney	GSMS Principal	251-968-9001	kmcartney@gsboe.org
Dr. Rachael McDaniel	GSES Principal	251-968-7001	rmcdaniel@gsboe.org
Ms. Melissa Everett	GSHS Assistant Principal	251-968-8002	meverett@gsboe.org
Mr. Joe Carpenter	GSHS Assistant Principal	251-968-8003	jcarpenter@gsboe.org
Ms. Kim Earley	GSMS Assistant Principal	251-968-9002	kearley@gsboe.org
Ms. Sonya Prince	GSES Assistant Principal	251-968-7002	sprice@gsboe.org

**DEPARTMENTS**

<b>DEPARTMENT</b>	<b>AREAS, PROGRAMS, SERVICES</b>	<b>DEPARTMENT MEMBERS</b>	<b>CONTACT INFORMATION</b>
Board of Education		Kevin Corcoran, President Nicky Gotschall, Vice President Kelly Walker Dale Jernigan Frank Malone	board@gulfshorescity schools.org
Business and Finance	Accounting, Accounts Payable, Financial Statements, Accountability Reporting, Local School Accounting, Payroll and Benefits, Employee Leave	Chad Green	cgreen@gsboe.org
Child Nutrition Program	School Breakfast and Lunch Programs	Tanya Hill	thill@gsboe.org
Curriculum & Instruction	Curriculum Initiatives, Continuous Improvement, Federal Programs, Mentoring Program, Professional Development, Title IX Coordinator, Career Technology Education, Textbooks, RtI, ELEOT, Virtual School	Dr. Stephanie Harrison, Asst. Superintendent  Ms. Karen Pearson, GSHS Instructional Coach  Ms. Brittney Seagle, GSMS Instructional Coach  Ms. Kelly Green, GSES Instructional Coach	sharrison@gsboe.org  Kpearson@gsboe.org  bseagle@gsboe.org  kgreen@gsboe.org
Health Services	Student Health Services, Employee Health Services	Ms. Melissa House	mhouse@gsboe.org

Human Resources	Job Advertisements Applications and Interviews, Harassment Complaints, Teacher Certification, Chalkable PD, EEOC Coordinator, Substitute Teachers, Public Relations, Social Media, EducateAL, LeadAL	Marcelinia Sumerlin	Msumerlin@gsboe.org
Communications	Public Relations & Social Media	Joe McAleer	Jmcaleer@gsboe.org
Operations	Facilities, Custodial Services, Student Attendance, Maintenance, Buildings and Grounds	Beau Roode	broode@gsboe.org
Transportation, Safety	Buses, Field trips, safety plans	Marcus Early	mearly@gsboe.org
Special Services	Special Education, Gifted Education, Section 504, Testing, Homebound, Disproportionality, Awareness, Lee v. Macon Training	Ms. Connie McNab	cmcnab@gsboe.org
Student Services	Student Enrollment, Student Handbook, Code of Conduct, Non-Resident Applications	Dr. Matt Akin	makin@gsboe.org
Technology	Acceptable Use Policies (AUP), Websites, Email, Internet, Local Area Network, Technology Equipment,	Mr. Kyle McCartney	kmcartney@gsboe.org

	iNOW/Chalkable, Chalkable PD		
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## COMPUTERS, INTERNET, AND NETWORK RESOURCES

### ACCEPTABLE USE PROCEDURES

Gulf Shores City Schools is pleased to provide network and Internet access to students, staff, and long-term subs. While staff/long-term sub members will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The Acceptable Use Procedures of Gulf Shores City Schools follows in detail.

Please read the following carefully. Violations of the Acceptable Use Procedures (AUP) may cause access privileges to be limited or revoked. Disciplinary action may be taken against any user according to the Gulf Shores City Schools' Policy Manual, including, but not limited to the Student Code of Conduct. In addition, School Board disciplinary action and/or appropriate legal action may also be taken.

Gulf Shores City Schools uses filtering software to help prevent access to inappropriate websites for any device connected to our network. Every attempt is made to protect all users from exposure to objectionable material as required by federal law.

To ensure that students receive a quality education and that staff/long-term subs are able to work in a professional and intellectually stimulating environment, it is the intention of the Gulf Shores City Schools to provide all students and staff/long-term subs with access to a variety of technology resources. All Gulf Shores students and staff/long-term subs must acknowledge and adhere to this Acceptable Use Policy.

#### Access:

A. The use of all Gulf Shores City Schools technology resources is a privilege, not a right. District and school administrators, and/or the local school technology personnel will determine when inappropriate use has occurred (as identified by the guidelines in the Gulf Shores City Schools' Policy Manual) and have the right to deny, revoke, or suspend specified user privileges and accounts.

B. **Students and Staff/Long-Term Subs** may use only accounts, files, software, and technology resources that are assigned to him/her. Staff/long-term subs and students may not

attempt to login to the network as another person or use a computer that is logged on as a staff/long-term sub member or another student.

C. **Staff/Long-Term Subs and students** must not reduce the efficiency of use for others or attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources' security system, either with or without malicious intent.

D. All passwords are required to be kept private and may not be posted. They may only be shared with local or district technology personnel or those authorized by the district technology department.

E. Staff/long-term subs members must actively monitor student use of technology resources at all times.

F. Staff/long-term subs are responsible for notifying the administration and the school technology staff of any violation of the Acceptable Use Procedures.

G. Staff/long-term subs and students are not permitted to connect or install any computer hardware, components, or software to school system equipment, which is not school system property, without prior approval from the district technology department.

H. Staff/long-term subs must log off or lock any computer logged in as him or her before leaving any computer unattended.

I. Any technology purchased for the school system must comply with the GSCS Specification List, regardless of funding source. **The technology department will only support devices that are on the district's approved specification list.**

J. This Acceptable Use Policy applies to all technology resources owned, leased, operated, or maintained by the Board, regardless of the physical location of the resource or the user. It also applies to all technology resources (regardless of ownership) brought onto school grounds during school hours or functions.

### **Privacy:**

A. In accordance with established law, data stored on Gulf Shores City School System equipment is property of Gulf Shores and is not private; therefore, users are advised to avoid storing personal and/or private information on the district and/or schools' technology resources.

B. Gulf Shores City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.

C. Student data will only be collected with district approved data collection resources to protect minors from unauthorized disclosure, use, and dissemination of personal data in compliance with FERPA (Family Educational Rights and Privacy Act).

D. Gulf Shores City Schools' Technology Staff:

Monitors all technology resource utilization.

De-activates a user account in the event of unauthorized or unlawful activity, including but not limited to hacking or any violation of this Acceptable Use Policy.

**Data Security:**

A. Students and staff/long-term subs are expected to follow all local, state, and federal laws in addition to this Acceptable Use Policy regarding the protection of student and staff/long-term subs confidential data.

B. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.

C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed Acceptable Use Procedure and in accordance with FERPA guidelines.

D. District or school data, such as but not limited to STI information, accessed through school system technology resources may not be used for any private business activity.

**Copyright:**

A. All users are expected to follow the *Fair Use Guidelines for Educational Multimedia*.

B. Staff/long-term sub members must follow legal and ethical practices of appropriate use.

C. Copies of software without a valid license or web subscriptions may not be used on school equipment. The school system requires all users to consult technology staff before purchasing software or subscribing to website services.

D. Only those programs purchased with school funds may be loaded on district owned equipment. Staff/long-term sub members who purchase software are responsible for maintaining a license compatible with our operating system.

**Staff Email:**

A. Email is stored on Gulf Shores City School host domain and is considered property of Gulf Shores City Schools and should not be considered a private means of communication.

B. Email accounts are provided to staff/long term subs for professional and educational purposes and should not be used for political gain, personal business, commercial activity or non-educational subscription services.

C. Email accounts are disabled when an employee is terminated, resigns, or retires.

D. Email accounts for long-term subs will be disabled at the end of their employment and/or school year.

E. Users should send email only to those to whom the email applies. Mass school email should be used sparingly.

F. Only email accounts provided by the school system for communication between students and staff, long-term subs, and contract employees will be maintained and supported.

G. Email is archived for two months.

**Student Email:**

GSCS provides our students with a Gmail account through G Suite for Education. Email is provided to our students so they can easily collaborate on documents, presentations, and spreadsheets. Email is restricted to teacher and student communication. You will not be able to email your student at his or her mygsboe.org address, nor will they be able to email you.

## **Student Cellular Telephone:**

Gulf Shores City Schools will allow students to possess cellular telephones during the school day on school premises and at school sponsored activities under the following conditions:

A. Students who bring cellular telephones to school are responsible for keeping their telephones **TURNED OFF AND OUT OF SIGHT** during the instructional day.

B. High school students may use their cellular telephones responsibly during (Green Zone times) determined by the school administrators. (ex. prior to start of school, during lunch, in hallways and after the final bell at the end of the day).

C. Middle and Elementary School students are not allowed to use their phones during the school day unless use is approved by a school administrator.

This privilege will be revoked if misused. The rule regarding cell phones being turned off during instructional time will be strictly enforced. Please see student handbooks for additional information.

## **Online Resources:**

Gulf Shores City Schools provides valuable online learning resources to students and staff/long-term subs. These resources promote collaboration and provide a safe and secure environment for course content. G Suite for Education is used by the Gulf Shores City School System. Under federal law these resources must provide parental notification and obtain parental consent before collecting personal information from students under the age of 18. The law permits schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent. If parents do not want their child to use G Suite for Education they must notify the school administration in writing with a signature within the first two weeks of starting school. It then becomes the parent's responsibility to explain to his/her child why he/she is not allowed to access these school provided resources.

A. G Suite for Education services are provided to all staff and students through a controlled environment that is for GSCS alone.

Email accounts are provided to students for educational purposes and are only exchanged within the school system.

Students and staff/long-term subs will create and share documents, presentations, and more through G Suite for Education.

- All school rules and guidelines for appropriate technology usage shall apply to online resources.
- Student names, pictures, and assignments may be used in these secure environments.
- Student names and/or email addresses may be used for online subscriptions that schools select for instructional purposes.

## **Social Media**

“Social Media” is an online technology tool that allows for prompt communication of information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. GSCS encourages the safe use of social media outlets to extend learning opportunities. The line between professional life and personal life must be clear at all times. Staff members should only use their educational social media account or educational email account to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parents of such students.

A. All social media used will comply with the Children’s Online Privacy and Protection Act (COPPA). Employees must be aware of their responsibility to maintain confidentiality of the personally identifiable information of students, and shall refrain from disclosing any such confidential information through social media.

B. The school system requires all staff/long-term subs to consult technology personnel before creating any social media account used for instructional purposes. Classroom/on campus social media accounts are seen as extensions of the school and must reflect GSCS. It is strongly encouraged to maintain a clear distinction between a personal and professional social media account.

C. Student/Employee Interactions via social media shall be limited to "official" educational forums only. "Official forums" means electronic resources provided by the District and/or personal employee social media accounts that are created and used solely for educational purposes, and where a professional atmosphere is maintained at all times.

D. Employees shall avoid private one-to-one communication with students via social media or through chat features. Communication with a student shall be limited to electronic resources provided by the District such as e-mail or learning management system.

E. Employees are reminded that social media posts demonstrating insubordination, immorality, cruelty, unlawful discrimination, or other unlawful acts may result in disciplinary action. GSCS reserves the right to remove content or disable the account if it violates any school board policy. When staff members communicate as employees of the district in their online communications, they must be aware that readers will assume they “speak for the school district.” Therefore, all online communications must be professional and reflect positively on the school district.

### **Internet Safety:**

- The intent of Gulf Shores City Schools is to provide access to educational resources available via the Internet with the understanding that staff/long-term subs and students will access and use information that is appropriate for his/her various curricula.
- All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- Teachers will screen all Internet resources prior to classroom use.
- Teachers will model and ensure that digital citizenship is taught in the classroom setting (including cyberbullying awareness, appropriate online behavior, interacting with others on social networking websites, etc).
- Alabama Supercomputer Authority filters Internet content for the school system based on guidelines provided by the Children’s Internet Protection Act; any attempt to bypass the content filter is a violation of the Acceptable Use Procedures. Gulf Shores City Schools assumes no liability in the event that content filtering is not 100% effective.

\*\*Acceptable Use Procedures will be updated on a regular basis.

## ACCIDENTS AND INJURIES

Gulf Shores City Schools requires the school principal to make a written report to the Superintendent concerning every accident requiring the services of a doctor which occurs on school property or during school-related activities. This report shall be given to the Superintendent within twenty-four (24) hours after the accident. In the event of an athletic injury requiring medical attention, the school principal is to use his/her own judgment concerning whether the Superintendent is to be advised. If the injury is of a serious or permanent nature, the principal shall report the matter to the Superintendent.

## ACCREDITATION AND SCHOOL IMPROVEMENT

Continuous improvement plans, school personnel listings, special event information, accreditation reports, handbooks, calendars and additional school-related information are available for all schools in the Gulf Shores City School System. Achievement reports and school records may be obtained from school offices or local school websites. The following are links to school and system webpages:

- Gulf Shores City Schools: [www.gsboe.org](http://www.gsboe.org)
- Gulf Shores High School: [www.gsboe.org/gshs](http://www.gsboe.org/gshs)
- Gulf Shores Middle School: [www.gsboe.org/gsms](http://www.gsboe.org/gsms)
- Gulf Shores Elementary School: [www.gsboe.org/gses](http://www.gsboe.org/gses)

## ADMINISTRATIVE ORGANIZATION

The Gulf Shores City Board of Education is the policy-forming body of the Gulf Shores City School System. The Board approves all policies in conformance with applicable federal and state laws as well as local statutes, regulations, and established judicial decisions. An organizational chart, prepared by the Superintendent and approved by the Board, serves as a guide for organizing administrative responsibilities within the school system.

The Superintendent has the responsibility to enforce the policies of the Board and interpret, with the assistance of Board counsel as needed, all legal issues which pertain to the operation of the school system. The administration of all facets of the operation of the schools is the responsibility of the Superintendent, including budgeting and other business affairs; direction of the instructional program; the selection, evaluation and improvement of personnel; and, planning and development of the school facilities.

The Superintendent is the chief executive officer and professional advisor to the Board and is responsible directly to the Gulf Shores City Board of Education. The Superintendent is authorized to delegate certain responsibilities for the operation of the school system to designees as needed for the efficient and effective operation of the school system. The Superintendent, however, is directly accountable to the Board for all results produced at operational levels.

School principals are required to supervise and direct the programs in their assigned school. Principals work under the direction of the Superintendent to whom they are professionally and administratively responsible. Teachers and other school-based employees are responsible to the building principal and are obligated to abide by established rules and regulations in the performance of their classroom and other assigned duties.

## ADVERTISING IN SCHOOLS

Gulf Shores City Schools facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall Gulf Shores City Board of Education employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

- School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- Schools may utilize athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

## ALLOCATION AND EXPENDITURE OF FUNDS

All funds allocated for the current school year shall be spent for the benefit of the students and to assist teachers in their endeavors to educate students enrolled in the school for the current year. Funds should be spent in a timely manner to insure that they are spent prior to the end of the current year. Items should be purchased as early in the school year as possible to maximize the benefit to students. Selection of equipment and/or supplies should reflect the most critical needs and expenditures should be prioritized accordingly. The CSFO, school principal, or designee will notify employees of the availability of funds.

## BEGINNING EMPLOYMENT

The following items are required of all employees:

- Teach In Alabama Employment Application
- Resume
- References (3)
- Drug & Alcohol Screen (Safety Sensitive Employees)
- Personnel Information Sheet
- Verification of Previous Employment (if applicable)
- Sick Leave Transfer (if applicable)
- Employment Eligibility Verification (I-9)
- Social Security Card
- Driver's License
- Form W-4 (Federal Income Tax Withholding)
- Form A-4 (State Income Tax Withholding)
- Alabama New Hire Form
- Teacher's Retirement System Enrollment Form
- Sick Leave Bank Enrollment Form (optional)
- PEEHIP Enrollment Form (optional)
- Direct Deposit Payroll Authorization
- Tuberculosis Questionnaire
- ALSDE Background Clearance Documentation
- Prevention of Sexual Harassment Acknowledgment
- Acceptable Use Policy (AUP) Agreement
- Affordable Healthcare Reform Act Information
- 403B Plan Information

In addition to the items listed for all employees, these items are required for **certified** employees:

- Test Security, Ethical Administration, and Confidentiality Acknowledgements (required annually)
- Transcript(s) – official
- Alabama Teacher Certificate
- Lee v. Macon (Disproportionality) training verification
  
- For certification purposes, Continuing Education Units (CEUs) and Professional Learning Units (PLUs) are documented in Chalkable PD. If previously employed in a district utilizing the same system, CEUs and PLUs are eligible for transfer. Contact Human Resources or the Technology Coordinator for assistance.

In addition to the items listed for all employees, these items are required for **classified/support** employees:

- Transcript(s) – official (if applicable)
- License or certification related to position (i.e. CDL, food handler’s permit, etc.)
- The Technology Coordinator will issue user access credentials to all Gulf Shores City Board of Education employees for the local area network, school business email account, Chalkable Student Information System (if applicable), and Chalkable PD (if applicable), etc.

## BOARD OF EDUCATION

The Gulf Shores City Board of Education is the governing body of the system and is responsible for the control, operation, organization, management, and administration of public schools in the system pursuant to the provisions and standards prescribed by Alabama statutes and State Board of Education rules. As members of an instrumentality created by the state, the Gulf Shores City Board of Education members are officers of the state, but have only local jurisdiction.

The powers of the Gulf Shores City Board of Education are delegated only to the Board as a body in legally called regular or special meetings. No authority is granted to members acting as individuals.

The Gulf Shores City Board of Education recognizes that all actions must be taken in good faith, with reasonable prudence, sincerity and based on the belief that such actions are correct and in the best interest of the Gulf Shores City School System in accordance with statutes and pertinent judicial precedents. The Board has the authority to determine and establish written educational policy for the school system and to prescribe such rules and regulations for the conduct and management of the schools as deemed necessary.

The five members of the Gulf Shores City Board of Education are appointed to serve five-year terms. At its annual meeting in May, the Board elects one of its members as President and one as Vice-President. The Superintendent, as provided by law, serves as the secretary and executive officer of the School Board.

## BOARD MEETING COMPLAINT PROCEDURE

The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school system. The President or presiding officer is authorized to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board by written request for the matter to be placed on the agenda in accordance with established procedures. Comments involving

specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:

- Teacher
- Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
- Principal
- Designated central office staff member, as determined by the Superintendent
- Superintendent
- Board of Education

Complaints about school personnel will be investigated by the administration prior to any consideration or actions by the Board. However, at no time, in an open Board meeting, shall the remarks of any person addressing the Board discuss the character, reputation, or good name of an individual. If such an attack occurs, the President or presiding officer of the Board shall proceed to terminate the citizen's time on the agenda.

#### BOARD OF EDUCATION MEETINGS

Work Session Meetings will be held the first Thursday of every month at the Central Office Location at 4 p.m. The purpose of these work sessions is to review and prioritize projects and goals for the Board. These meetings are open to the public. Regular School Board Meetings are held the second Thursday of every month at City Hall at 5 p.m. These meetings are open to the public.

Delegates desiring to address the Board may be permitted to address the Board at all regular board meetings according to established procedures. No delegations shall be permitted during special meetings, unless the board votes to suspend the rules to allow them. The delegate shall present his/her views, concerns, suggestions and recommendations in an objective manner, free of profanity and obscenity. One (1) person at a time is allowed to speak at the podium. If more than one person/group wants to speak on the same issue, one person should be designated to speak at the podium. The character, reputation, or good name of an individual shall not be discussed in an open board meeting.

#### BOARD OF EDUCATION POLICIES

The Gulf Shores City Board of Education establishes policies by which its schools are managed. No Gulf Shores City Board of Education policy shall be construed to create or confer any contractual right, property right, entitlement of, expectancy of, or other legal cognizable interest in employment or continuing employment. Nothing in any policy shall be construed to create or grant employment rights greater than or in addition to those expressed in law or written contract.

All policies shall be made available to all persons affected and employed by the Gulf Shores City Board of Education.

All policies established at any time by the Gulf Shores City Board of Education are implemented with the expectation that they will apply under routine circumstances. No policy is intended to restrict the Board's general authority to exercise all powers necessary and proper for the administration and management of the schools. Therefore, whenever in the Board's opinion it would be in the best interest of the system to suspend one or more policies, the Board may acknowledge that fact, suspend the application of the policies, and take whatever action it deems appropriate. Any such action taken by the Board under this policy shall not be a violation of any suspended policy, provided the minutes of the Board reflect the Board's determination that the best interest of the system justified the suspension of the policy. The Superintendent has the power to act in cases where the Board has not provided policy statements to guide administrative action. However, the Superintendent's decisions are subject to review by the Board. The current Gulf Shores City Board of Education policies are available in the Policy Manual.

#### CALENDARS - ACADEMIC AND SCHOOLS

The Gulf Shores City School System academic calendar is located on the district webpage. School events, meetings, holidays and other important date-related information are available on calendars maintained by each school. Information on accessing school calendars will be provided by local school administration.

#### CARE OF SCHOOL MATERIALS, FACILITIES, EQUIPMENT, AND RESOURCES

Gulf Shores City School System teachers in career technical classes are expected to keep all machines, equipment, tools, and other items needed for effective instruction in good repair. A program of preventive maintenance of machines, tools, and equipment shall be implemented to prolong the use of the items and to teach proper care and maintenance of equipment. A schedule for the cleaning, greasing, and oiling of equipment, the changing of filters, and other routine maintenance shall be developed by the teacher for all equipment, machines, and tools used in the classroom.

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

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

Designated central office personnel will work cooperatively with teachers and school administrators to annually assess the need for updated equipment, supplies, tools, and materials for career technical classes.

Each teacher shall maintain an accurate inventory of equipment, tools, supplies, furnishings, textbooks, and other materials necessary for instruction in career technical classes. When equipment is unserviceable or obsolete, the teacher shall notify the school principal. The principal shall notify the designated central office personnel in writing of equipment, tools, or other items in need of disposal. Central office personnel will make arrangements for the removal of such items from the school and for the proper disposal of the items according to state and system regulations. To maintain the optimum learning environment, each teacher will:

- Make students aware of the importance of the proper care of tools, equipment, furnishings, and materials at school and in the workplace.
- Maintain tools and equipment daily.
- Maintain an accurate inventory of tools, supplies, and equipment.
- Notify the principal of safety hazards and/or problems with heating, cooling, lighting, or ventilation that may interfere with learning.
- Take appropriate disciplinary actions against persons who abuse facilities and/or equipment.
- Secure tools, equipment, and work areas before leaving the class, laboratory, or shop area for any time.

## CASH IN SCHOOL BUILDINGS

All money collected from students, parents, etc. on school premises and all money collected at school-sponsored activities, on or off the premises, must be accounted for through the school accounting system. All funds received must be accounted for using a pre-numbered receipt form. The CSFO, school principal, or designee will provide employee orientation on receipt of funds procedures.

All school funds collected at each school or school activity shall be deposited in a bank on a daily basis, to include night depository. In the event of unforeseen or emergency situation it is impossible to deposit said funds on the day of receipt, it is the responsibility of the local school principal to provide the security of the funds until the next day the bank is open.

## CHALLENGED MATERIALS

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

- School/community citizens may register their concerns with the principal of the school where material is being challenged.
- All concerns shall be presented in writing to the school principal. The statement shall include the following information:
  - Author, compiler, or editor
  - Publisher
  - Title
  - Reason for objection
  - Page number of each item challenged
  - Signature, address and telephone number of the person making criticism

Procedures for school-level reviews:

- A committee of teachers, educational media specialists, parents, and other qualified personnel will be appointed by the principal to evaluate the challenged materials and to make recommendations for any changes. The principal will notify the Superintendent or his/her designee when a committee is convened.
- Challenged materials will not be removed immediately; however, such materials will not be available for student use pending a final decision.
- Challenged materials shall be read and evaluated by the committee, considering the specific objections presented by the complainant.
- The complainant shall be informed in writing concerning the committee's recommendations.

Procedures for system-level appeals will be followed when the complainant disagrees with the decision rendered from the school-level appeal:

- A committee of teachers, educational media specialists, parents, and other qualified personnel will be appointed by the Superintendent to review the appeal, to evaluate the challenged materials and to make recommendations of any changes. A committee member will not be selected from the school where the challenged materials originated.
- The Superintendent will designate a member of his/her staff to be responsible for the organization of this review committee according to Board policies.
- The committee's review will be treated objectively and in a business-like manner and will be conducted in the best interests of students, the schools, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.
- The committee's recommendations will be submitted to the Superintendent.

- The complainant will be informed, in writing, after the committee's recommendation is received by the Superintendent.
- An appeal to the Gulf Shores City Board of Education may be requested by the complainant when the school and system-level appeals do not satisfactorily resolve the concerns. The board will review recommendations of the school and system-level committees and will render the final decision on the complainant's concern.

## CODE OF STUDENT CONDUCT

Employees are to be familiar with and enforce the rules and regulations of the school system regarding student behavior, conduct and discipline. The Code of Student Conduct may be viewed in the GSCS Code of Conduct.

## COMMUNICABLE DISEASES AND CONDITIONS

Students and/or employees having communicable diseases and/or conditions, including students wishing to enroll or potential employees, will be dealt with on an individual basis.

Administrators and supervisors will follow current Regulations for the Control of Communicable Diseases in Gulf Shores City School System as required by the State Board of Health. The system's nurse(s) will maintain liaison with the State Board of Health and support the processing of cases.

The Superintendent has the authority to exclude a student and/or an employee from attendance when reliable evidence supports the diagnosis of a communicable disease or condition that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or employee shall be excluded from school for a period of time as may be prescribed by the local health department, school nurse, or physician. The Superintendent may require written documentation from health department officials and/or a physician to allow the student or employee to resume attendance.

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards promulgated by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. The Superintendent will direct procedures for processing cases following an exposure control plan. Procedures will incorporate appropriate considerations of confidentiality. Employee training and communication of school system procedures related to student health education, exposure control, communicable diseases and conditions, and standard precautions shall be implemented by the direction of the Superintendent. The Superintendent's designee shall implement the precautions and investigate, correct, and report on instances of lapse.

All persons privileged with any medical information that pertains to students or employees are required to treat all proceedings, discussions, and documents as confidential information. Before any medical information is shared with anyone in the school setting, a “need-to-know” review shall be made under the direction of the Supervisor of Health Services or designee.

## CONFIDENTIALITY OF STUDENT RECORDS AND STUDENT INFORMATION

Gulf Shores City Board of Education rules and procedures for maintaining student records shall be consistent with Alabama statutes, State Board of Education rules, and federal laws relating to the Family Educational Rights and Privacy Act (FERPA), protecting the privacy rights of parents and students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and communicating rules on student records to the school staff, students, and the community. Data shall be protected from unauthorized use at all times.

## CONFLICTS OF INTEREST AND ETHICS

The Gulf Shores City Board of Education prohibits school system employees from engaging in additional employment or any other personal pursuits that would affect their efficiency or usefulness as employees in the system; that would make time and/or energy demands upon such individuals which would interfere with their effectiveness in performing their contractual obligations to the Board; that would compromise or embarrass the school system; that would adversely affect their Gulf Shores City School System employment status or professional standing; or that would in any way conflict with or violate professional ethics or the state ethics rules. Guidelines for public employees and information on the Alabama Ethics Law and related rules are available at <http://ethics.alabama.gov/docs/GuidelinesPublicOfficialsEmployees7-2012.pdf>.

The Gulf Shores City Board of Education prohibits any employee of the school system from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the school system or to parents of students.

Gulf Shores City School System employees acting as individuals are further prohibited from directly or indirectly furnishing or supplying a list or roster of names and addresses of students in the school system or parents of students to persons, firms, corporations, associations or organizations or to salespersons or agents of any such entities who are engaged directly or indirectly in the business of selling school supplies or school-related activities, equipment or items without the written approval of the Superintendent.

Required professional educator ethical standards are available at the Alabama Department of Education Educator Effectiveness section or [http://www.alsde.edu/sec/ee/Documents/Alabama\\_Educator\\_Code\\_of\\_Ethics.pdf](http://www.alsde.edu/sec/ee/Documents/Alabama_Educator_Code_of_Ethics.pdf).

## CONTROVERSIAL ISSUES IN THE CLASSROOM

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

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

## CURRICULUM AND INSTRUCTION

The Gulf Shores City School System curriculum shall be determined by the Alabama State Department of Education Courses of Study; Student needs and interests; Regular evaluation of curriculum effectiveness; and, Applicable Alabama statutes, State Board of Education rules, and the Gulf Shores City Board of Education priorities.

The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the system. The Superintendent shall designate

appropriate staff members who are responsible for the development and coordination of the curriculum of the system.

Teachers should not present controversial material or issues that are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis.

The Superintendent shall recommend and the Board shall approve standards relating to graduation requirements, dual enrollment, promotion and retention, grading system, and methods of progress reporting. All course materials and verbal or visual instruction shall conform to the requisites and intent of Alabama law and the state Constitution. All instructional materials, including teachers' manuals, films, tapes, electronic media, or other supplementary instructional material, shall be available for inspection by parents/guardians of the children engaged in such classes. The Superintendent or designee shall develop procedures to ensure that all aspects of curriculum development are implemented. There shall be a systematic and comprehensive evaluation of the instructional program and all related areas.

#### DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

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

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

#### DRESS CODE - EMPLOYEE

It is the intent of the Gulf Shores City Board of Education, through its employee dress code, to ensure all employees present themselves to students, parents, and the general public in a manner which enhances their professional position and serve as role models for the students and as representatives of Gulf Shores City Schools. It is also the intent of the Gulf Shores City Board of Education to ensure all employees model attire appropriate to success. Consistent with these roles, all employees, volunteers and substitutes shall dress professionally and appropriately. Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment. Clothing should be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees

shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruption to the educational environment.

#### DRUG AND TOBACCO FREE WORKPLACE

The Gulf Shores City School System abides by and enforces the rules of the Drug Free Workplace Act of 1988 and all state laws that support a drug free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Board's workplace is prohibited. Any employee violating this policy is subject to disciplinary action, including termination of employment. Any employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on the job or in or on Board property, is subject to disciplinary action, including termination of employment. Each employee is required by the Drug Free Workplace Act of 1988 to inform the Superintendent within five (5) days after conviction for a violation of any federal or state criminal drug statute where such violation occurred on School Board property. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court. An employee who is convicted of violating any criminal drug statute while in the workplace will be subject to disciplinary action, including termination of employment. Alternatively, the Board may require the employee to finish successfully, a drug abuse program sponsored by an approved private or governmental institution.

The Gulf Shores City Board of Education prohibits the use or possession of tobacco in any form by students, faculty, support personnel, or any other person on school property under the control of the Gulf Shores City Board of Education. This includes a school building, Gulf Shores City Board of Education Building, maintenance building, bus, campus, recreational area, athletic field, parking area or other area under the control of the Gulf Shores City Board of Education (including City of Gulf Shores property that is being used for school events). Gulf Shores City Board of Education employees found in violation of this policy are subject to disciplinary actions not limited to reprimand, suspension pending a hearing, and termination of employment.

#### DRUG/ALCOHOL TESTING FOR DESIGNATED EMPLOYEES

In accordance with the Federal Transportation Employee Testing Act of 1993, certain employees involved in the operating of Gulf Shores City School System-owned vehicles on a regular basis are required to submit to drug and alcohol testing. All employees of the school system, including substitutes, who are required to hold a Commercial Driver's License (CDL) as a precondition to employment or to continue employment and employees who drive system-owned vehicles, are subject to drug and alcohol testing. Such employees will be prohibited from performing assigned duties while under the influence of any prohibited drug or alcohol. Random drug and alcohol testing of designated employees, post-accident testing, pre-employment testing and reasonable

cause testing is conducted according to the rules of the Federal Transportation Employee Testing Act of 1993 and Gulf Shores City School System policies.

## EMERGENCY CLOSINGS

In case of emergency, the Superintendent may close any school or all schools. The Superintendent will establish and disseminate procedures to be followed in emergency school closings that include means of notifying students, parents, and employees. The members of the Gulf Shores City Board of Education will be informed of any event or condition which requires the closing of any school(s) of the system.

In the event of a declared state of emergency, control of students shall be retained by school personnel until students are released from school or in the case of transported students, until the students depart from the school bus.

School officials shall cooperate with emergency management and Red Cross authorities in the event of a natural or man-made disaster. In the event of a riot or similar condition, the principal shall cooperate with law enforcement.

The Superintendent or designee will make public announcements and releases to the media concerning emergency school closings.

## EMPLOYEE CHILD ENROLLMENT BENEFIT

Employees of the Gulf Shores City Board of Education who live outside of Gulf Shores city limits may request enrollment for their child(ren) in the Gulf Shores City School System by following all non-resident student procedures. Once approved, tuition may be waived for such non-resident students.

## EMPLOYEE-STUDENT RELATIONSHIPS

All certified and classified school system personnel are to maintain a professional, ethical relationship with students. Employees are to refrain from improper fraternization or undue familiarity with students. Appropriate, ethical employee-student contact extends to written communication, electronic communication, and the use of social media. Dating between employees and students is strictly prohibited.

## EMPLOYMENT STATUS AND TIME SCHEDULES

Categories and time schedules of employees of the Gulf Shores City School System are described below. Worksite supervisors and school principals publish specific duty rosters, arrival

and dismissal times, holiday schedules, and emergency closing procedures in faculty handbooks, employee communications, and on school or system websites.

- Full-time: A regular full-time certified employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Gulf Shores City Board of Education for that position or job. A full-time support employee includes adult bus drivers and those employees working twenty (20) or more hours per week.
- Part-time: A part-time certified employee is a person who is employed to render less than the number of hours each day as established by the Gulf Shores City Board of Education for a regular full-time employee. A part-time support employee is a person employed less than twenty (20) hours per week.
- Temporary: A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a full-time or part-time employee.
- Time schedules for certified personnel may be designated by the Superintendent and/or the immediate supervisor. All administrative and supervisory personnel shall normally observe an eight (8) hour workday, unless otherwise assigned by the Superintendent. Local school administrators shall be on duty no less than thirty (30) minutes prior to the time fixed for school to open and thirty (30) minutes after the close of school. Certified teaching personnel are generally required to be on duty before the time set for the opening of their respective school and after the close of the school day, Monday through Friday, as well as time necessary to transact faculty meetings, school business, and the safe, orderly arrival or dismissal of students, etc.

The Superintendent or immediate supervisor may designate time schedules for non-certified personnel. In all cases, the Superintendent and/or supervisor in charge shall have the right to establish time schedules to encompass the employee's workday. Work schedules for non-certified personnel shall be in compliance with the Fair Labor Standards Act.

## EQUAL OPPORTUNITY INFORMATION

The Gulf Shores City Board of Education is an equal opportunity employer and provides equal opportunity for free, appropriate educational programs for all its students. 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.

The Gulf Shores City Board of Education complies with the Americans with Disabilities Act of 1990 (ADA), Title IX of the 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. Persons alleging such discrimination may use the grievance or complaint procedures described elsewhere in this handbook and/or may notify the system's representative, Ms. Marcelinia Sumerlin for additional assistance.

The Gulf Shores City Board of Education recognizes that an effective educational program depends on the quality of the personnel employed in the system. Therefore, every effort shall be made to employ the most qualified personnel available. Applicants for a position will be selected on the basis of their qualifications, merit, and ability. All personnel are appointed or re-appointed as prescribed by federal law, Alabama law and in conformance with applicable State Board of Education and Gulf Shores City Board of Education rules.

The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment, and employment of all Gulf Shores City School System personnel. Employment qualifications and other criteria will be listed in job descriptions for each position within the school system.

#### EXTRA DUTIES AND STAFF MEETINGS

Extra work-related duties associated with the school's curriculum or safety may be assigned to and/or requested of certified personnel employed by the Gulf Shores City School System. When extra duties related to the curriculum are assigned to said personnel, the following provisions apply:

- Extra duties shall not be assigned during regular school hours that require certified teaching personnel to be removed, on a continuing basis, from teaching responsibilities.
- The Board requires that all duties assigned be reasonable and in support of accomplishing the overall educational objectives of the Board or school.
- Extra duties that are assigned shall be made on a fair and equitable basis, taking into consideration the nature of the activity and the teacher involved.
- The curriculum is defined as any activity that occurs in the name of the school (school plays, athletic contests, math team competition, social events, etc.).
- An administrator and/or supervisor may call staff meetings when he/she feels such meetings are warranted. Attendance by employees may be required. Such compulsory attendance should be stated within the notice announcing the meeting. Meetings requiring

employee attendance should be planned and announced as far in advance as possible in order to allow employees to appropriately plan their individual schedules.

## EXTRACURRICULAR ACTIVITIES

All extracurricular activities within the Gulf Shores City School System shall be teacher- and school-sponsored. All students shall have the opportunity to participate in worthwhile extracurricular activities provided they are eligible to participate. All Gulf Shores City School System student clubs and organizations shall be approved by the principal before they can operate within a school. All student clubs and organizations shall comply with the following rules and guidelines:

- All clubs and organizations must clearly establish and adhere to membership criteria that have been approved by the principal.
- The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for reference by all students and instructional personnel of the school.
- There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation which recklessly or intentionally endangers a student's mental or physical health or safety.
- Dues shall be reasonable and not prohibitive.
- All meetings shall be held on Gulf Shores City Board of Education property, unless waived upon the faculty sponsor's request and principal's approval of special meetings and events.
- A Gulf Shores City School System faculty sponsor/designated employee shall be present at all meetings and functions.
- All social events shall be adequately chaperoned.
- All monies accruing to any school club or organization shall be accounted for through the local school accounting system.
- A student club or organization shall not conduct any activity or act which violates Alabama statutes, Gulf Shores City Board of Education rules, or the regulations of the local school.
- Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the school principal.
- Secret societies, sororities, fraternities, or any similar organizations are prohibited.
- Students may be suspended from extracurricular activities, which include, but are not limited to school sponsored athletic events as either a participant or spectator, cheerleading, band, dances, prom, field trips, graduation exercises, based on procedures established by the Superintendent. If a student is charged with an on- or off-campus Class A misdemeanor which involves drugs, violence, any type of weapon, physical harm to a person or threatened physical harm to a person, or any class of felony or a delinquent act

which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities may be suspended for the balance of the school year. A report of an alleged violation of this standard of conduct shall be submitted to the principal or designee for investigation. If the principal or designee determines that a violation has occurred, the student and his parent(s)/legal guardian shall be notified in writing of the suspension from school-sponsored extracurricular activities.

## FIELD TRIPS

Recognizing that educational field trips and trips to various types of contests for instructional purposes help provide desirable learning experiences, the Gulf Shores City Board of Education delegates to the Superintendent the responsibility for development of administrative criteria and procedures governing field trips. However, only those field trips that grow out of the instructional program or are otherwise related to the program are to be permitted on school time, unless approved by the superintendent. To the extent practical, 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.

The teacher, sponsor, or coach must follow the process listed below when requesting a field trip:

- Submit written field trip request to the building principal.
  - The written request shall include an outline of the trip and how the field trip will be of benefit to the students.
- Out of State trips must be approved by the superintendent or his designee
- Once approved:
  - Submit field trip information to the cafeteria noting number of students not at school during the field trip and number of lunches needed.
  - Submit field trip information to the school nurse noting students attending and med trained staff attending the field trip. Gulf Shores City School System medication administration procedures and policies shall be followed for students participating in field trips.
  - Submit field trip information to the Special Education department noting students attending and aides needed for the field trip.
- Before any trip, 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 will not be allowed to take the trip.

In order to reduce the costs of field trips for students, Gulf Shores City School System buses should be used for local field trips when possible. Privately owned buses/common carriers may be used for trips extending beyond the normal school. 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.

Field trip buses, when available, shall be operated according to the 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 and the Transportation Coordinator

Gulf Shores School Board employees, serving as chaperones, must ride the bus, provide appropriate supervision, and accept responsibility for seeing that all rules and regulations governing school buses are carried out.

All field trip bus passengers must be enrolled in a Gulf Shores school, be an employee of the school system, or be designated as chaperone by the field trip sponsor and approved by the school principal.

Official, approved school system procedures for arranging, approving, and notifying parents about field trips should be followed..

#### FUNDRAISING FOR SCHOOL PROJECTS OR ACTIVITIES

All fundraising projects and activities by schools or groups within the Gulf Shores City School System shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program. The approval of fund-raising projects and activities for a school is the responsibility of the principal. Before approving any project or activity, the principal will require justification of the need and explanation of the manner in which the funds will be expended. When the sale of food items during school hours is approved as a fundraising project, accreditation standards and CNP regulations will be followed..

#### GIFTS TO/FROM EMPLOYEES

Staff members may, at their discretion, present gifts to groups of students on special occasions. Gulf Shores City School System staff members must exercise good taste and sound professional judgment when giving gifts to students. Gifts provided by staff members to students must not be elaborate or expensive.

Gulf Shores City School System staff members shall not solicit or accept a gift, including money, from any source, when such a gift could be construed to be associated with the performance of school-related duties or activities; or, a result of or a precondition to business transactions between the parties. Gifts of a nominal value (no more than \$25 per occasion and no more than \$50 per year from a single provider) are excluded from this policy. All gifts must

comply with the current Alabama Ethics Law – see Conflicts of Interest and Ethics section of this handbook.

## GRIEVANCES

The Gulf Shores City Board of Education is committed to the task of maintaining the highest possible level of professional relations among members of the staff of the school system and of maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

Whenever a Gulf Shores City School System employee has a possible complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees can resort to the more formal procedures as provided in Policy 6.41 Employee Grievances.

## HEALTH INSURANCE (PEEHIP)

Information about employee health insurance, insurance benefits, insurance payments, and insurance enrollment periods are available from the payroll department, on the school system website, and Retirement Systems of Alabama website.

## HOMEWORK

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Such assignments should logically relate to classroom activities. Homework may be assigned to individual students within a class and/or to the entire class based on teacher judgment. Teachers are expected to assume the following responsibilities when homework is assigned:

- Assign homework on a regular but reasonable basis, keeping in mind the nature of the assignment, the age of the student, and demands that may be placed on students by other teachers.
- Assign homework that is related to instructional activities.
- Grade/check the homework and return it to students on a timely basis.
- Utilize homework as an important part of student evaluation.
- Expect all students to complete assignments.
- Refrain from assigning homework as punishment for disciplinary infractions.

## INVENTORIES AND PROPERTY MANAGEMENT

Each principal will conduct an annual inventory of all school property within his/her building(s) including library books, films, digital media, and other materials as deemed appropriate. This annual report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair.

## JOB DESCRIPTIONS

The Gulf Shores City School System will provide a job description prior to the establishment of any new position. Each job description contains the minimal qualifications, required skills, essential performance responsibilities, physical requirements of the position and other information as deemed necessary. Vacancies and job postings shall be advertised according to the Alabama State Department of Education regulations.

## LEAVE - ANNUAL LEAVE OF ABSENCE

A leave of absence is permission granted by the Gulf Shores City Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of the leave. Any absence of a member of the staff from duty shall be covered by leave duty authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.

Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

A leave shall not be granted to any Gulf Shores City School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be required to return to work with the Gulf Shores City Board of Education immediately, resign, or be terminated.

All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests must be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon the recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.

A Gulf Shores City School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year is required to send a copy of such notice to the administrative supervisor by May 1st of that fiscal year.

A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama laws regarding the specific aspects of leaves of absences shall be followed in the Gulf Shores City School System. A leave of absence is limited to one (1) year, but may be extended up to one (1) additional year upon recommendation of the Superintendent and approval by the Board.

#### LEAVE - FAMILY AND MEDICAL LEAVE (FMLA)

FMLA is applicable to all persons who have been employed for at least twelve (12) months and have worked a minimum of 1,250 hours during that twelve (12) month period. Under the FMLA, eligible employees are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for one or more of the following reasons: the birth and first year care of a newborn child; the placement of a foster child or adoption; the care of an immediate family member (defined as spouse, child, or parent with a serious health condition); the taking of medical leave because of the employee's own serious health condition; or, any other covered request as approved by the Gulf Shores City Board of Education.

Spouses employed by the Gulf Shores City Board of Education are jointly entitled to a combined total of 12 work weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

#### LEAVE - INTERMITTENT LEAVE

An employee may take leave intermittently or on a reduced leave schedule only when medically necessary to care for a spouse, parent, or child or to receive planned medical treatment. Intermittent leave should be scheduled to the extent practicable so as not to unduly disrupt the operations of the board. Intermittent leave may be further limited for teachers in accordance with federal law.

#### LEAVE - JURY DUTY AND LEGAL LEAVE

Permanent and full-time employees are entitled to regular compensation while performing jury duty or when the employee is summoned under subpoena or other legal requirement to testify at

trial in a court of law or in an administrative proceeding constituted under the statutory authority of the agency conducting the proceedings. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board, or in circumstances approved by the Superintendent.

#### LEAVE - MILITARY, MILITARY FAMILY AND MEDICAL LEAVE

Military leaves of absence are granted to eligible employees according to applicable federal and state law and Gulf Shores City School System policy. To request military leave, contact the CSFO.

Military family and medical leaves of absence are granted to eligible employees by the Gulf Shores City School System in accordance with U.S. Department of Defense rules and may be requested through the payroll manager.

#### LEAVE - ON-THE-JOB INJURY LEAVE

Any full-time employee shall be entitled to on-the-job injury leave for a period not to exceed ninety (90) working days per fiscal year when absent from work because of a personal injury received in the discharge of assigned duties. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.

To be considered for on-the-job injury leave, the following conditions shall be met:

- Within 24 hours after the occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, or designee, if applicable).
- In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.

The Gulf Shores City Board of Education may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury. The Superintendent may require a second opinion from another physician at the expense of the Board. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee's salary and benefits will continue up to ninety (90) working days consistent with the employee's injury and absence from work resulting from the injury. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.

The employee may file for reimbursement with the Alabama Board of Adjustment for unreimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee will be determined by the Alabama Board of Adjustment's policies, rules and regulations.

#### LEAVE - PERSONAL LEAVE

All Gulf Shores City School System employees will receive two (2) personal leave days funded by the state as authorized by state law and Alabama State Department of Education guidelines. When the two (2) state-funded personal leave days are not used, Gulf Shores City School System employees may receive, upon written request, compensation at the same daily rate paid for a substitute. Otherwise, all unused state-funded personal leave days will be converted to sick leave days.

Personal leave is non-cumulative and requires no justification from the employee.

#### LEAVE - PROFESSIONAL AND JOB-RELATED TRAINING LEAVE

Professional leave may be granted to classified and certified personnel for participation in educational activities or training that will enrich the Gulf Shores City School System's instructional program, operations, or improve skills or understandings of the employee. All professional leave must be approved by the Superintendent or designee before leave days are taken.

#### LEAVE - SICK OR BEREAVEMENT LEAVE

Sick leave is defined as the absence from regular duty by an employee because of the following: personal illness or doctor's quarantine; incapacitating personal injury; death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt); attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis, or an individual with a close personal tie\*.

\*Where unusually strong personal ties exist because of an employee having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases, the employee concerned shall file with the supervisor a written statement of the circumstances which justify an exception to the general rule.

Gulf Shores City School System employees shall be allowed to accumulate an unlimited number of sick leave days. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.

If an employee requests sick leave for three (3) or more consecutive days, the employee is required to provide the principal or immediate supervisor a statement signed by a doctor and submitted with payroll certifying to the illness or injury. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.

Bereavement leave may be utilized for absence due to death in the employee's immediate family. An employee shall be allowed three days leave for absence due to an immediate family member's death. Such leave shall not be deducted from the employee's accumulated sick leave; however, sick leave days may be granted by the requesting employee's principal or supervisor if additional days are needed. Immediate family is defined as someone's spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law.

#### LEAVE - SICK LEAVE BANK

A Sick Leave Bank (SLB) is operated by the Gulf Shores City Board of Education. Participation in the SLB is voluntary. Annual open enrollment is available during the month of August. New hires may elect to join within 30 days of hire. Members deposit one (1) day of earned sick leave to be available for loan to any other participating employee whose sick leave has been exhausted. The SLB governed by a representative committee, and its written guidelines and procedures, including catastrophic leave provisions of law, are available on the school system website or this link Sick Leave Bank.

#### LEAVE - VACATION LEAVE

Eligible Employees – Twelve-month full-time employees are eligible for paid vacation.

Vacation Benefits – Eligible employees will earn vacation benefits as follows:

1. Twelve-month employees will be granted one (1) day of vacation leave per month (12 days per year). After ten (10) consecutive years of service as a twelve-month employee with Gulf Shores Schools said employees will earn 1.5 days per month (18 days per year). "Consecutive years" will include previous years of employment with the Baldwin County School System before the effective separation date of the Gulf Shores City School System if the employee transferred from Baldwin County School System to Gulf Shores City School System during the separation process. This shall not include newly hired employees after the separation date.

2. Only consecutive service with the Board will be considered in establishing length of service for purposes of determining vacation benefits.

i. Accrual and Accumulation of Vacation Time – For the purpose of calculating vacation leave, July 1 and June 30 will be the beginning and ending dates, respectively, for all full-time, twelve-month employees regardless of contract date or hire date.

ii. Vacation days are earned on the last working day of the month.

iii. All twelve-month employees shall be permitted to accumulate vacation for a maximum of 30 days. Vacation days exceeding 30 must be used by December 31st of the following year or be forfeited. Employees will be paid for earned vacation time if not used prior to the effective date of resignation or retirement.

3. Employees transferring from the Baldwin County School System to the Gulf Shores City School System shall retain accrued Annual Leave Benefits as defined in Baldwin County Board Policy #840 for previous years of employment with Baldwin County pursuant to the separation agreement if the employees transferred from Baldwin County School System to Gulf Shores City School System during the separation process. This shall not include newly hired employees after the separation date. All transferred Annual Leave days from Baldwin County shall be treated as Vacation days pursuant to the current policy section (5.10.7). MEDICAL EXAMINATIONS

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician or counselor licensed in the state of Alabama when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a Gulf Shores City Board of Education employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and the Board shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s), to be submitted to the Superintendent with a copy being forwarded to the employee. Employees shall provide documentation of satisfactory medical examinations from licensed health professionals as required by state health department guidelines to prevent the spread of communicable conditions. Bus drivers must have current information on file to document physical health as required to maintain bus driving credentials.

#### NON-DISCRIMINATION STATEMENT

Gulf Shores City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to groups. For inquiries regarding nondiscrimination policies, contact Dr. Matt Akin. Concerns may be mailed to P.O. Box 3908 Gulf Shores, Alabama 36542. Assistance may also be requested by phone at 251.968.9873.

## NOTIFICATION OF ABSENCE

A Gulf Shores City School System employee who is absent from duty for any reason is required to notify the principal or immediate supervisor as soon as possible. Procedures for documenting the absence should be followed. Such notification should be given in advance, unless conditions beyond the control of the employee make such advance notification impossible. Any Gulf Shores City School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

A principal is required to notify and submit the appropriate leave request to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal will designate a member of the administrative or instructional staff to be in charge during his/her absence.

## OVERTIME

It is the intent of the Gulf Shores City Board of Education for its employees to perform the necessary tasks of their jobs during the regular designated work week. However, there may be certain circumstances, in the best interest of students and the school system, when emergencies would necessitate that certain employees work beyond their designated work week. However, the option to receive compensatory time rather than pay must be approved by the immediate supervisor and the Superintendent. Approval of overtime should be given by the immediate supervisor at the time the work is done. Overtime pay may be granted only to non-certified employees whose job titles or responsibilities indicate that the position is non-supervisory. Payment for overtime shall be made to the appropriate Gulf Shores City School System employee at the next regular pay period if submitted prior to the deadline for the pay period. Any classified Gulf Shores School System employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

## PARENTAL INVOLVEMENT

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

## PAYMENTS AND DISBURSEMENTS OF FUNDS

The CSFO or principal must ensure that all disbursements from the Gulf Shores City School System funds are adequately documented and are made only by check. All disbursements shall

be made by check to a specific payee. No check shall be made payable to cash. No other payments should be made by cash.

## PAYROLL

The Gulf Shores City Board of Education delegates payroll preparation for the payment of employee salaries to the Superintendent or designee. The payroll shall be in accordance with the salary policy approved by the Board, any rules or regulations promulgated by the State Superintendent of Education, and state law. Payroll checks shall be released on the last work day of the month according to the twelve (12) month employee work calendar.

### PAYROLL - CHANGE OF ADDRESS, NAME, OR BANKING INSTITUTION

Any changes to an employee's address, name, or banking institution should be completed through the employee self service portal to ensure that payroll information arrives in a timely manner. A copy of the new Social Security card showing your name change must be uploaded. A copy of the voided check showing the routing and checking number must be uploaded.

Also, any change of address needs to be reported to the Teachers Retirement System. A form is available online at [www.rsaal.gov](http://www.rsaal.gov) to report this change.

### PAYROLL - DEDUCTIONS, OPTIONAL DEDUCTION PROGRAMS, AND "CAFETERIA" PLANS

The Gulf Shores City Board of Education will make salary deductions that are considered statutory, including federal income tax, state income tax, retirement, etc. in accordance with applicable laws and regulations. New authorizations for payroll deductions may be added during open enrollment or upon state required enrollments.

The Gulf Shores City Board of Education will approve salary deductions in addition to those required when a minimum of 25% of employees request such deductions in writing.

New authorization for payroll deductions may be added during open enrollment or upon state required enrollments. Upon termination, amounts owed under the authorization of an employee are deducted from an employee's final pay.

When amounts have been correctly deducted and remitted by the Gulf Shores City Board of Education, the Gulf Shores City Board of Education bears no further responsibility or liability for further transactions. The Board is not liable for any error while acting in good faith to make the deductions. Whenever an employee is separated from the system prior to the end of the contract period, the terminal pay is computed on a per diem basis.

All employee deductions which are eligible under Section 125 are to be considered as pre-tax deductions, with the exception of disability policies which are not to be pre-tax premiums.

The Board reserves the right to hold salary checks of employees who fail to furnish required data such as signed contracts, retirement forms, I-9 forms, grade reports, etc. Checks will be held only after such an employee has been requested to complete files and has failed to comply.

Deductions made for membership dues and voluntary contributions shall be made based upon membership lists and forms provided by the respective organizations. Authorization for voluntary contributions may be revoked by providing a thirty (30) day written notice of revocation. New authorization for payroll deductions may be added during open enrollment for that specific deduction.

#### PAYROLL - DIRECT DEPOSIT

The Gulf Shores City Board of Education requires employees to participate in direct deposit of payroll checks. Forms for indicating the banking institution, employee account number, and other necessary information shall be available through the payroll department. Employees participating in direct deposit receive an electronic statement showing gross pay, itemized deductions and net pay. Payments that are not directly deposited are mailed to the employee's home address of record or delivered by other means as directed by the Superintendent.

#### PERSONNEL PERFORMANCE ASSESSMENT

Employees of the Gulf Shores City School System are subject to regular performance evaluations according to Alabama State Department guidelines. The goals of performance evaluations are to provide information for continued growth and improvement and to recognize outstanding performance. School principals, worksite supervisors, and the Superintendent's office have orientation materials and detailed information about employee evaluation instruments and schedules.

#### PERSONNEL RECORDS

The Gulf Shores City Board of Education shall maintain personnel records for each employee. All information contained in an employee's personnel file, except sensitive personnel records, are considered public records under Alabama statutes.

Each Gulf Shores City School System employee shall have a right to review her/his local school or central office personnel file during normal business hours at a time that is mutually agreeable with Human Resources and when the employee is not engaged in fulfilling employment-related duties. Each employee may have included in his/her personnel file a written response to any

material contained within the file. A human resources or certified designee must be present during the review. A log shall be maintained documenting any such review.

Copies of all materials to be placed in an employee's record which may tend to diminish the employee's professional or work status or reflect adversely on the employee's record of performance or character shall be provided to the employee.

Any anonymous complaint or materials received by a school official shall be immediately transmitted to the Superintendent. If the material is deemed worthy of an investigation by the Superintendent, it may be investigated. The results of the investigation may be reduced to writing, signed by the superintendent, principal, or other designated official in charge of the complaint, dated, attached to the materials in question, and may be placed in the personnel file of the employee. Any anonymous complaint which is not investigated within thirty (30) calendar days of its receipt by the Superintendent shall not be retained but shall be destroyed.

The transfer of the personnel file or any parts, summation, or copies of the personnel file of the employee shall be effectuated upon the written request of the employee. The Gulf Shores City School System may transfer an employee's personnel file or copies or parts thereof to another employer or prospective employer.

#### PHYSICAL RESTRAINT AND SECLUSION

Please see Board policy 6.14 for a detailed description of Physical Restraint and Seclusion guidelines.

#### POLITICAL ACTIVITIES

Gulf Shores City Board of Education employees shall not solicit support for any political candidate or issue during regular work hours. Assemblies, school classes, materials, and/or equipment shall not be used for partisan or political purposes.

A Gulf Shores City Board of Education employee who is a candidate for public office shall conduct the campaign so as not to interfere with school responsibilities. Such candidate shall adhere strictly to Alabama laws governing political activity on the part of public officials and public employees.

A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or the Gulf Shores City Board of Education, to evaluate the compatibility of the dual responsibility and the amount of time the employee will be absent. Under no circumstances will a Gulf Shores City School System employee who has been elected to public office be

allowed to perform duties related to the public office while performing duties for the school system.

## POSSESSION OF DEADLY WEAPONS

Possession of a deadly weapon on Gulf Shores City School System property or on a school bus with the intention to do bodily harm is a Class C felony. The Gulf Shores City Board of Education authorizes the Superintendent or designee to immediately and automatically suspend, terminate, or separate from service in accordance with Board policy any employee found in possession of a deadly weapon. A deadly weapon shall be defined as anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. Deadly weapons are not to be carried by any employee on school grounds, on school buses and/or at any school-sponsored event, during or after regular school hours.

## PROFESSIONAL ORGANIZATIONS

Certified and non-certified personnel shall respect each other's rights to choose for themselves the professional organizations with which they affiliate. Membership in professional organizations shall be on a voluntary basis. Administrators of the school system or local schools shall not take punitive action against employees because of their membership in professional organizations or because of their failure to affiliate with said organizations.

School and/or worksite bulletin boards and designated places for the distribution or posting of professional organization materials and information shall be provided.

## PROHIBITION OF SEXUAL HARASSMENT

The Gulf Shores City Board of Education prohibits harassment against any employee, applicant for employment, student, or student applicant based upon race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, or social and family background. This policy also applies to non-employment volunteers who work subject to the control of school authorities.

**Sexual Harassment by Employees:** Sexual harassment is specifically prohibited by state and federal law and instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the Gulf Shores City Board of Education.

**Definition:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made (explicitly or implicitly) a term or condition of an individual's employment or a student's education;

- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's educational performance, or creating an intimidating, hostile or offensive work or school environment.
  
- Examples of sexual harassment may include, but are not limited to, the following:
  - Verbal harassment or abuse of a sexual nature;
  - Subtle pressure for sexual activity;
  - Repeated remarks to a person with sexual or demeaning implications, e.g., a person's body, clothes or sexual activity;
  - Unwelcome or inappropriate physical contact such as patting, pinching, or unnecessary touching;
  - Suggesting or demanding sexual involvement accompanied by implied or explicit threats;
  - Display of sexually suggestive objects, pictures, or written materials.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

**Specific Prohibition:** Sexual harassment in any form is prohibited. All claims of sexual harassment will be subject to prompt and thorough investigation. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates, including, but not limited to, incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

It is sexual harassment for a non-administrator and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature.

It is sexual harassment for a Gulf Shores City Board of Education employee to use his or her authority to solicit sexual favors or attention from students. Board employees who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties, disciplinary action, and/or consequences established by law.

**Procedures:** It is the responsibility of any employee to promptly report any occurrence of alleged sexual harassment. This policy on sexual harassment shall be communicated to all employees to inform them that a procedure exists for reporting claims of sexual harassment, that administration will promptly investigate all alleged incidents of sexual harassment, and appropriate corrective action will be taken. Complaints should be reported to the Superintendent

or designee and should be in writing, stating the act(s), date(s), name(s) of witnesses, and be signed by the complainant.

Investigations will be conducted with discretion. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Claims found to be factually supported will be promptly acted upon. No employee or student shall be retaliated against, in any manner, for reporting conduct which is believed to be a violation of this policy or for participating in an investigation of a possible violation of this policy.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

**Penalties:** Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to penalties, disciplinary action, and/or consequences established by law. Employees who engage in conduct determined to be sexual harassment shall be subject to penalties, disciplinary action up to and including termination, and/or consequences established by law. When appropriate, law enforcement or Department of Human Resources (DHR) referrals shall be made. Any suspected child abuse shall be reported in accordance with state law.

Any employee who makes false allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

Teachers shall encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined and checked for accuracy. Teachers shall take a neutral position in the classroom during the discussion of controversial issues.

## PURCHASE ORDERS

The principal must ensure that good, sound business practices are followed regarding the purchase of goods and/or services from school funds. In order to manage purchasing, the CSFO or principal should determine the need for the goods and/or services, availability of funds, and then approve or deny the proposed purchase. Purchase orders are required by the Gulf Shores City Board of Education for all materials, equipment and supplies paid for using Gulf Shores City Board of Education funds. A purchase order is obtained by submitting a requisition following approved procedures. Special instructions should be noted on the requisition in such a

way as to be easily detected by the school bookkeeper or purchase order clerk. The CSFO, school principal, or designee will provide employee orientation of purchasing procedures.

Invoices received which do not have a purchase order number will not be the responsibility of the Gulf Shores City Board of Education; the person placing the order has sole responsibility for payment in such cases.

## REDUCTION IN FORCE

Please see Board Policy 5.16 for a detailed description of Reduction in Force procedures

## REPRODUCTION OF COPYRIGHTED MATERIALS

It is the obligation and intent of the Board to comply with the copyright laws of the United States. The following guidelines shall govern the reproduction of copyrighted materials in the Gulf Shores City School System:

- Board employees may reproduce copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code 106.
- Any reproduction of copyrighted materials will be undertaken either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act. Otherwise, the individual responsible for reproduction may be liable for infringing the copyright under existing laws.
- The Board in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action.
- For additional copyright information, visit <http://www.alsde.edu/sec/isvcs/Pages/librarymedia-all.aspx>.

## RESIGNATION

A tenured teacher is not permitted to resign within thirty (30) calendar days before the first day of the next school term for students. A tenured teacher may resign at any other time by giving five (5) days' written notice. Any teacher terminating employment in violation of this policy is guilty of unprofessional conduct, and the State Superintendent of Education may revoke or suspend the teacher's certificate. Employees other than tenured teachers may resign at any time by giving five (5) days' written notice to the Gulf Shores City Board of Education.

An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the Gulf Shores City Board of Education and fails to complete and file the required records and reports, may have final compensation withheld.

## RETIREMENT – TEACHER RETIREMENT SYSTEM (TRS/RSA)

Any employee who plans to retire shall submit a resignation in writing with an effective date and original signature to the Gulf Shores City Board of Education through the Superintendent.

All certified employees of the Gulf Shores City School System and support employees who work an average of twenty (20) hours weekly must participate in the Teachers Retirement System of Alabama (TRS). No employee will be forced to retire based on age alone.

Important information regarding the TRS:

- The required state determined tax-sheltered contribution percentage is deducted from the employees' pay dependent upon the tier classification of the employee.
- The TRS provides for retirement income for employees who were members of TRS prior to January 1, 2013 (Tier 1 members) and for employees who are or become members on or after January 1, 2013 (Tier 2 members). Copies of member handbooks and related forms are available at <http://www.rsa-al.gov/index.php/members/trs/pubs-forms/>
- Life insurance is provided to each participant in an amount equal to the annual salary paid to the employee during the last scholastic year (July 1-June 30), plus the amount of money the individual employee has contributed to their retirement account.
- Life insurance valued at \$15,000 is provided to the beneficiary, in addition to the benefits outlined above.
- Employee contributions may be withdrawn upon employment termination.
- Cumulative contributions may not be used as loan security.
- Sick leave days are paid to the beneficiary at the daily rate of pay.
- RSA address change forms are available at RSA Address Change. Additional information about retirement and Retirement Systems of Alabama benefits and the Alabama Teacher Retirement System rules are available at the RSA website <http://www.rsa-al.gov/index.php/members/trs/>.

## SAFETY AND SECURITY

The Gulf Shores City Board of Education has as its first obligation to provide a safe, secure, and orderly learning environment in all schools and at all school-sponsored activities. An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending Gulf Shores City Board of Education or school-sponsored events or activities. Employees are responsible for the safety and supervision of students during school hours, during arrival and dismissal, and at school-sponsored activities and events.

No persons other than Gulf Shores City School System students and employees shall be on a school campus during school hours unless they have been approved by the principal's office. A

student who is suspended or expelled is not in good standing and is not permitted on a Gulf Shores City School System campus or school grounds.

Each school has a collaboratively-developed school safety plan with which all employees should be familiar and that all employees know how to implement. Procedures for emergency evacuations, lockdowns, weather drills, and other safety precautions are to be reviewed and practiced as specified in the school safety plan.

The Gulf Shores City Board of Education requires that at least one (1) emergency drill be held at each school during each month school is in session, including summer school session(s). Emergency drills include fire drills, severe weather drills, and lock down drills as described in the school and system safety plans. A fire drill shall require complete evacuation of the building. A lockdown drill for safety and security emergencies is to be scheduled during the first six (6) weeks of each semester. Additional lockdown drills, fire drills, and weather drills may be scheduled at any time to complete the requirement of one (1) drill per month.

Employees shall receive orientation and information about school safety procedures, student supervision, emergency situations, safety and emergency drills, evacuations, lockdowns, the Code of Student Conduct, and related safety and security issues by the school principal or designee.

## SALARY SCHEDULES

All regular personnel shall be paid in accordance with salary or hourly wage schedules as adopted by the Gulf Shores City Board of Education, provided the salary schedule for certified staff is no less than 100 percent of the State Minimum Salary Schedule. All teaching/administrative experience gained in all public elementary and secondary schools and/or state or regionally accredited public institutions of higher learning shall be approved as credit for placement on the salary schedule. No teaching/administrative experience gained in private elementary and secondary schools shall be considered for credit for placement on the salary schedule without prior approval of the Superintendent. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1988, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1.5) times the regular rate of pay for the service performed (Reference Policy 6.87 Overtime by Non-Supervisory Personnel). Any classified Gulf Shores City School System employee working beyond designated total weekly hours without prior permission of the Superintendent through the principal or supervisor may be subject to disciplinary action.

## SALARY SUPPLEMENTS

The current salary schedule including supplements may be viewed on the website under Employee Salary Schedule.

## SCHOOL FUNCTIONS

Any school social function shall be sponsored by an instructional staff member and shall be approved by the principal prior to scheduling. Gulf Shores City School System employees shall be encouraged to attend school- sponsored social functions. All Gulf Shores City school functions including field trips, extracurricular events, and recreational activities such as picnics, parties, and excursions under the sponsorship of the school shall have a sponsor and an appropriate number of chaperones as determined by the school principal. A sponsor is a professional Gulf Shores City Board of Education employee who is currently certified by the State Department of Education. Chaperones are volunteers approved by the principal.

## SCHOOL AND JOB-SPECIFIC RULES, PROCEDURES, AND RESPONSIBILITIES

Faculty and staff members at each school and in each support department shall receive specific rules, procedures, and responsibilities described in handbooks, memoranda, at meetings, and/or through electronic communications. The instructional, extra-curricular, and support programs for each school are communicated by the school principal or the department worksite supervisor to designated staff and volunteers. All employees are responsible for implementing school rules, following school procedures, and for assisting students, parents, and visitors in understanding and abiding by school system procedures.

Principals, supervisors, and other school system staff are responsible for communicating procedures and dates for reporting student progress, grading, preparation of lesson plans, instructional strategies, professional development opportunities, employee evaluation procedures, duty rosters, faculty committees, due dates for reports and inventories, as well as school-specific instructions for requesting materials, scheduling field trips and activities, reporting concerns or problems, student supervision and discipline, and school safety/security/emergency plans.

School and system websites contain valuable information for employees, parents, students, and members of the public. Employees are encouraged to visit these sites frequently and to assist in maintaining accurate information.

## SPECIAL EDUCATION, GIFTED EDUCATION, AND SECTION 504

The Gulf Shores City Board of Education will provide free and appropriate educational and related services to students with disabilities who qualify under state and federal guidelines.

Special education students include students determined by the school's multidisciplinary team, upon review of psychological, educational, and/or physical evaluation results, to have an intellectual disability, hearing impairments, speech or language impairments, visual impairments, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, and students who are classified as gifted.

Information concerning the referral process for special service programs, eligibility, timelines, and resources are located on the Gulf Shores City School System Special Services webpage.

Additional information about special services is located at <https://www.alsde.edu/sec/ses/Pages/home.aspx>.

## SUSPENSION, TERMINATION, SEPARATION OF EMPLOYEES

The Gulf Shores City Board of Education may suspend or terminate employees who have earned tenure or non-probationary status or are principals serving under contract for the following reasons: immorality, incompetence, insubordination, neglect of duty, failure to perform duties in a satisfactory manner, a justifiable decrease in the number of positions, and other good and just causes.

Contract principals also may be terminated for conviction of a felony or a crime involving moral turpitude, failure to fulfill the duties and responsibilities imposed upon principals by Alabama code, failure to maintain current certification, and willful failure to comply with Gulf Shores City Board of Education policy.

The Gulf Shores City Board of Education may end its employment relationship with employees who have not earned tenure or non-probationary status by providing the appropriate notice required under state law or contract. Additionally, the Gulf Shores City Board of Education may end its employment relationship with principals serving as non-probationary contract principals by providing a reason why their contract will not be renewed and notice as provided in state law. Probationary contract principals may not be provided a reason.

The Superintendent has authority to place an employee on paid administrative leave or to make reasonable and customary employment decisions pending the disposition of proceedings authorized under applicable state law or otherwise in the exercise of sound administrative discretion.

## TEST SECURITY

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

Gulf Shores City School System and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The testing coordinator shall oversee the destruction of statewide assessment test materials in a secure manner. The testing coordinator shall instruct school test coordinators and principals on test security measures. Principals shall be responsible for informing the faculty of test security measures.

## EMPLOYEE TRANSFERS

Gulf Shores City School System employees may be reassigned or transferred to any position for which they are qualified by skill, training, or experience.

The Superintendent may transfer a teacher within the same school or campus once per year by the twentieth (20th) calendar day after school begins, provided the teacher has the appropriate certification for the position to which he/she is transferred. Tenured teachers may be transferred to another school without reduction in compensation to a position for which he/she is certified with the approval of the Board of Education once per year by the twentieth (20th) calendar day after school begins.

Non-probationary classified employees may be transferred once per year to any position for which they are qualified, provided that the transfer is without loss of or reduction in compensation, that written notice of the proposed transfer is issued to the employee not less than fifteen (15) calendar days before a final decision is made, and that the transfer is effective not less than fifteen (15) calendar days after the date of the final decision to transfer.

Probationary employees (certified or classified) may be transferred to a position for which he/she is certified or qualified that results in a loss of or reduction in compensation. Such transfers must be effective not less than fifteen (15) calendar days after the date of the final decision to transfer. Employees must be provided notice of the proposed transfer that contains a written explanation of the effect of the transfer on the employee's compensation and notice that the employee may object in writing to the transfer before a final decision is made. Tenured teachers or non-probationary classified employees involuntarily transferred to a position with less pay shall be provided due process in the same manner as a proposed termination of employment.

## TRAVEL EXPENSE REIMBURSEMENT

Travel expenses incurred by employees while conducting Gulf Shores City School System business may be reimbursed when authorized by the principal, Superintendent, or the Board. Employees must receive approval in advance from the principal, Superintendent or Board for travel. Any person requesting reimbursement for travel expenses shall provide required

documentation to include actual expenses, vehicle mileage costs, and other allowable travel reimbursement. No person shall receive reimbursement from the Gulf Shores City Board of Education and from other sources for the same travel expense, nor shall payment be made for personal items or entertainment.

In order to compensate approved personnel intercity travel expense incurred while performing daily duties required by the school system, vehicle allowances will be paid as approved by the Superintendent.

The Superintendent has established uniform procedures for travel expense reimbursement and prescribed forms and procedures necessary for maintaining accurate, uniform records. The CSFO, school principal, or designee will provide employee orientation of approved travel reimbursement procedures.

Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

#### TUTORING FOR PAY

Gulf Shores City School System certified personnel shall not receive pay or its equivalent for out-of-school tutoring of students currently enrolled in their classes when the out-of-school tutoring is in subject areas taught to the students during the regular school day. However, certified personnel may engage in out-of-school tutoring of students in their classes when such tutoring is sponsored, organized, and paid for by the school system or other state-accredited educational institutions. Tutoring for any form of remuneration may not be done during the regular school hours.

Certified personnel shall not under any circumstances use school system consumable materials or supplies for private tutoring for personal gain. Use of facilities, materials, or supplies must be approved by the principal.

#### USE OF SYSTEM-OWNED EQUIPMENT AND/OR VEHICLES

All equipment and materials owned by or purchased in the name of the Gulf Shores City School System shall be used exclusively for educational purposes as defined by the Board. Employees are authorized to use such equipment and materials while performing assigned job-related duties at their respective worksites/classrooms during regular work hours. All computers and/or digital devices owned by the school system are subject to the rules and guidelines of the Internet Acceptable Use Policy (AUP) Agreement.

Employees may be authorized to take school system equipment away from their classrooms/worksites to complete school related tasks. Use of system-owned equipment and electronic devices may not be for personal gain and must comply with acceptable use agreements.

#### VANDALIZED, STOLEN, OR LOST PROPERTY

Promptly notify the principal or designee in the event that Gulf Shores City School System property has been vandalized, stolen, or lost. The principal or designee will in turn notify the Superintendent and proper law enforcement agency to provide available information, if the property is believed to have been vandalized or stolen.

#### VIOLATION OF LAW

Anyone known to be violating a local, state, and/or federal law on Gulf Shores City Board of Education property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to state statutes and Gulf Shores City Board of Education rules. Employees in violation of this policy may be subject to termination or other disciplinary action.

#### VISITORS AND VOLUNTEERS

Any person entering the premises of a Gulf Shores City School System school shall report to the principal or designee and make known the purpose of the visit. This policy does not apply to routine deliveries or scheduled maintenance visits.

Each school has implemented a plan for visible identification of visitors or other persons who are not students or employees of the school.

A student not enrolled in the school or a student not accompanied by a parent/guardian is prohibited from visiting a school unless otherwise approved by the principal.

Parents/guardians are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's planning period. Parents/guardians are encouraged to plan such conferences with teachers and are required to sign in at the school office and be issued a visitor's badge at the time they arrive on the campus.

Any person who enters or remains upon Gulf Shores City School System property without legitimate purpose may be found to be trespassing, subject to arrest and penalties as defined by statutes.

# Gulf Shores City Schools Wellness Policy

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# Gulf Shores City Schools Wellness Policy

## Introduction

Gulf Shores City Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks.<sup>1,2,3,4,5,6,7</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students.<sup>8,9,10</sup> In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.<sup>11,12,13,14</sup>

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;

- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the District.

## **I. Wellness Committee**

### ***Committee Role and Membership***

The District will convene a representative district wellness committee (hereto referred to as the DWC) that meets as necessary to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this wellness policy.

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., school nutrition director); physical education teachers; health education teachers; school nurse; school administrators, school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public.

### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

Committee Members as of July 2019:

Kelly Walker, Board Member

Tanya Hill, CNP Coordinator

Kyle McCartney, Gulf Shores Middle School Principal

Chris Jacks, Gulf Shores High School, PE Teacher

Melissa House, Gulf Shores High School, Nurse

Josh Burleson, Gulf Shores Elementary, PE Teacher

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

## **Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement**

### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This wellness policy and the progress reports can be found at [www.gsboe.org](http://www.gsboe.org).

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy in the Child Nutrition Coordinators Office. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit DWC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for each school under its jurisdiction; and
- Documentation of the triennial assessment\* of the policy for each school under its jurisdiction;
- Documentation demonstrating compliance with public notification requirements, including: (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public;

and (2) Efforts to actively notify families about the availability of wellness policy.

### ***Annual Progress Reports***

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published around the same time each year September, and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- The name, position title, and contact information of the designated District policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the DWC or SWC.

The DWC will establish and monitor goals and objectives for the District's schools, specific and appropriate for each instructional unit (elementary, middle, and high school), for each of the content-specific components listed in Sections III-V of this policy.

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The person responsible for managing the triennial assessment and contact information is Tanya Hill, Child Nutrition Coordinator.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

### ***Community Involvement, Outreach, and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating other important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **II. Nutrition**

### ***School Meals***

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). All schools within the District are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices using at least ten of the following [Smarter Lunchroom techniques](#):
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans)
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of students
  - All available vegetable options have been given creative or descriptive names
  - Daily vegetable options are bundled into all grab and go meals available to students
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
  - White milk is placed in front of other beverages in all coolers
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
  - Student artwork is displayed in the service and/or dining areas
  - Daily announcements are used to promote and market menu options

- *Menus will be posted on the District website or individual school websites, and will include nutrient content and ingredients.*
- *Menus will be created/reviewed by Tanya Hill, CNP Coordinator.*
- *School meals are administered by a team of child nutrition professionals.*
- *The District child nutrition program will accommodate students with special dietary needs.*

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

### **Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

- *Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.*

### **Competitive Foods and Beverages**

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

### ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards (or state standards) to include:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards; and
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*.

*Schools should aim to have non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).*

- *Fundraising outside school hours may sell food and beverages that do not meet the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc.*

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage

participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

### ***Nutrition Education***

The District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and
- Include nutrition education training for teachers and other staff.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

[USDA's Team Nutrition](#) provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition

education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus\* during the school day\* will meet or exceed the USDA Smart Snacks in School nutrition standards *or state standards*, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food advertising and marketing is defined<sup>15</sup> as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (Note: immediate replacement of these items are not required; however, districts will consider replacing or updating scoreboards or other durable equipment over time so that decisions about the replacement include compliance with the marketing policy.)
- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

### **III. Physical Activity**

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school

time activities and the district is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in “Physical Education” subsection). All schools in the district will be encouraged to participate in *Let’s Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection).

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year. All **secondary students** (middle and high school) are required to take the equivalent of one academic year of physical education.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

### ***Essential Physical Activity Topics in Health Education***

The District will include in the health education curriculum the following essential topics on physical activity:

The physical, psychological, or social benefits of physical activity

- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session, that is, warm up, workout, and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time, and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers, and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

### ***Recess (Elementary)***

All elementary schools will offer at least **15 minutes of recess** on all or most days during the school year. (*This policy may be waived on early dismissal or late arrival days*).

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Active Academics***

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by joining athletic teams or clubs, participating in walks/runs, and promoting exercise at home.

#### **IV. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

#### ***Community Partnerships***

The District will develop or continue relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

#### ***Community Health Promotion and Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the “Community Involvement, Outreach, and Communications” subsection, the District will use electronic mechanisms (such as email or displaying notices on the district’s website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC will promote staff wellness and perform other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

### *Glossary:*

**Extended School Day** - time during before and afterschool activities that includes clubs, intramural sports, band and choir practice, drama rehearsals, etc.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** - midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

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