

St. Tammany Parish School Board  
Human Resources Department



SUBSTITUTE/TIMESHEET  
VOLUNTEER  
**POLICY HANDBOOK**

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# Vision

Our vision is to provide an exemplary school system, widely respected for high standards and first-rate performance and for outstanding student achievement. In this System, public schools are valued and supported and a strong partnership exists between educators, students, families, and the community to help ensure that:

- Students have safe, caring environments for learning;
- Students are positively challenged, enriched, and inspired;
- Students learn to be self-motivated and life-long learners, prepared for life's pursuits; and
- Students learn to be responsible and contributing members of a global society.

## Our Living Statements

- We are a good school system, and we will be great.
- We make our decisions based on one question: "Is it best for kids?"
- We address the needs of EVERY CHILD, EVERY DAY.

## Shared Beliefs

We believe that:

- We are a good school system, and must strive to be a great school system.
- Our core business is to create engaging work for every student, every day.
- High-quality schools and exemplary student achievement are the responsibility of the entire community.
- Teachers are leaders and designers who create engaging work for students.
- Student engagement is the key to learning.
- Effective instruction must meet the needs of all students so that every child can learn at expected high levels.

Therefore, we make a commitment with our community to engage all students in high-quality education resulting in life-long learners who can contribute to the society in which they live.

## SECTION I: SUBSTITUTE TEACHERS/PARAPROFESSIONALS

### REPORTING TO AN ASSIGNMENT

1. You must be available to answer the phone using our automated substitute system, AESOP, for teacher and paraprofessional assignments.
2. In the event of last minute cancellations you MUST notify the school Principal and/or secretary. Contact the Department of Transportation in the event you are substituting for a bus operator or bus aide.
3. Learn the location of the schools, opening and closing schedules, and get a map of the school from the school office. The school directories are also located on our website at [www.stpsb.org](http://www.stpsb.org).
4. **ARRIVE** at school at least 20-30 minutes before the start of school. It is suggested you call ahead of time to find out where to park. If you are called late, it is suggested that you call the school and state that you will be arriving as soon as possible.
5. You **MUST** sign in at the Main office. Fill out the appropriate forms for payroll and sign your name as it appears on your driver's license.
6. Obtain the schedule of the employee you are replacing, find out if you have any extra duty schedules and what your responsibilities include for duty. Obtain the SUB FOLDER if you are replacing the Teacher in the classroom for the day. **Substitute teachers are not guaranteed a planning period; you are expected to perform the duties assigned by the Principal.**
7. Identify the instructional materials available at the school/classroom.
8. Review emergency procedures posted in the classroom, including evacuation routes and emergency/safety procedures.
9. All necessary report forms, such as accident or disciplinary, can be located in the school's main office.
10. Read current notices on the office bulletin board/ask the school secretary and plan for any special activities that may be occurring during the workday that will affect the usual procedures for the day.

### PROCEDURES UPON ARRIVAL AT THE CLASSROOM OR DESIGNATED AREA

1. Look for the daily schedule, bell schedule, classroom rules, seating charts, any changes to the schedule and/or substitute location, behavioral/medical/accommodation plans for students. If these can not be located along with the SUB FOLDER, then contact the main office for assistance.
2. Write name on board, whiteboard, chart paper, etc. to introduce yourself. Greet students at the door.
3. Teach expectations, get and keep students on task, then take roll. Restate your expectations throughout the day, as applicable.
4. Keep roll/grade book with you in case of emergencies.
5. If you are in a long term substitute position, you may be assigned additional responsibilities by the Principal or Principal Designee.

### PROCEDURES AT THE END OF THE DAY

1. Check to see if you have afternoon duty, and make sure all students get to their designated area for dismissal. You are required to work the same hours of the employee you are replacing.
2. Leave a detailed substitute report for the teacher before leaving for the day, if you are substituting for the teacher.
3. The work area should be left in good order. Make sure materials are put away and the equipment is put back in place.

4. All written work assigned by the substitute should be left for the regular teacher to review.
5. Return any supplies that belong to the office. Do not take keys, class records, or name tag away from the school.
6. Check with the Principal or Principal Designee prior to leaving for the day to discuss any concerns/issues that may have occurred.
7. Fill out any necessary paperwork in the main office prior to signing out for the day.

#### **ITEMS REQUIRING OFFICE APPROVAL**

1. A student who has been absent with a contagious disease IS NOT to be readmitted without office permission.
2. No outside agency or person is to question or interview a student except in the presence of the Principal/Designee. You have a responsibility to see that the rights of the students are not violated.
3. Students are not excused to leave school under any circumstances without being checked out at the office, with the permission of the Principal/Designee. No student should leave your room to go home with anyone. They have to be checked out and sent to the office for dismissal.
4. Notes or any other communication should not be sent to parents without permission from the Principal/Designee.
5. Accidents involving any of the students in your care must be reported immediately to the Principal/Designee. Please complete an accident form in the office promptly.
6. Do not keep any student after school hours without the permission of the Principal/ Designee.
7. Do not release students early for dismissal unless given permission by the Principal/Designee.
8. Check with the office to use any business machines or equipment.
9. **NO MEDICATION** should be given or taken by a student in the classroom. Medication is given in the school's main office by the nurse/designee. **This includes cough drops.**
10. **Electronic devices such as cell phones/ipods,** should be sent to the school's office if a student uses it in class for any reason.
11. Do not use the teacher's computer for any reason unless designated by the Principal/Designee to do so.

#### **DAILY CLASSROOM MANAGEMENT RESPONSIBILITIES**

1. You are there to assist with the learning activities and promote a positive environment for the students assigned to you for the day. Your main responsibility is to provide the best possible service and safety for these students.
  - a. USE the lesson plans/activities that are furnished to you by the teacher and/or Principal.
  - b. Lesson plans represent what the students have been prepared to do and point where they are going in the future. The use of lesson plans will help assure continuity of instruction.
  - c. If the assignment is for several days and the teacher's plans are not readily available, contact the Principal/Designee for instructions. Leave a copy of your plans for the regular teacher. Use your Substitute Teacher Handbook for activities, as needed.
  - d. Occasionally, you will be given an assignment outside your competency or lesson plans may not be available. You may find it very helpful to use your Substitute Teacher Handbook and/or emergency activities that are developmentally appropriate, which may help when you are faced with such an assignment.

- e. Plan to spend the entire time working with the students under your supervision. **No personal work of any kind should be done.**
  - f. The substitute is expected to carry out the work of the regular employee and is not employed simply to maintain order.
  - g. As a substitute it is important to observe the following:
    - i. Confidentiality is a must at all times.
    - ii. Hands-off approach. Do not touch the students.
    - iii. Profanity or inappropriate statements are prohibited.
    - iv. Do not use criticism or sarcasm with students, parents and/or faculty.
  - h. Observe the **Principles of good classroom management**. Refer to the Substitute Teacher Handbook for recommendations. Classroom control is a primary concern. Promote a positive, meaningful learning experience.
  - i. All locations of the school/bus are an extension of the classroom and the same policies and procedures apply.
2. The initial impact of the substitute is the key factor in successful classroom management. Self-confidence, resilience, initiative, and resourcefulness are some necessary prerequisites.
  3. As a substitute, you set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting. Encourage the students to do their best. Commend them on their work as is appropriate. Be **FIRM, FAIR, AND CONSISTENT**.
  4. Discipline is based on mutual understanding and respect, through honest and open communication. Do not **THREATEN** students with a consequence unless it is one that can be followed through.
  5. Problems do not usually develop if the content of instruction is worthwhile, presented in an interesting manner, and students are kept on task.
  6. If discipline problems arise which you are unable to manage, the Principal/Designee should be contacted **IMMEDIATELY** for assistance.
  7. You are not permitted to leave the school to which you have been assigned either on your planning period or lunch period. If there is an emergency, check with the Principal/Designee.
  8. You are as legally responsible for students, equipment, and materials as is the regular employee for whom you are substituting.
  9. Should a substitute be assigned to a situation where a student teacher is responsible for teaching the class, the substitute remains on duty in the classroom and is expected to assist the student teacher in any way possible.
  10. No one is allowed to visit you while on substitute assignment. The Principal has the right to refuse to let anyone see you while on the job. In cases of emergency, the Principal/Designee will contact you.
  11. Adhere to copyright laws at all times. Check with the Principal/Designee if you need assistance.
  12. Technology should be used for instructional purposes and/or monitoring purposes only.
  13. Electronic communication devices should not be used in the classroom and should be used for emergency purposes only. Do not use your cell phone.

## **SECTION II: ADDITIONAL DUTIES/RESPONSIBILITIES**

### **of St. Tammany Parish School Board Employees/Substitutes/Timesheet/Volunteers**

The following are excerpts from the policies or rules of the School Board. These items apply to all substitutes.

1. Observe all St. Tammany Parish School Board Policies to include the Student/Parent Discipline Handbook.
2. Be a loyal and cooperative member of the school's faculty.
3. Use textbooks, courses of study, and other instructional materials that have been approved by the School Board.
4. Practice democratic procedures in human relations.
5. The use and/or possession of alcohol, drugs, and firearms are prohibited by law in St. Tammany Parish School Board facilities.
6. St. Tammany Parish School Board is a smoke-free environment.
7. Refrain from discussing sectarian views in religion or partisan or sectional views in politics.
8. Accompany students from the building during fire drill and/or other emergency situations that call for an evacuation.
9. Follow the emergency procedures in place for St. Tammany Parish School Board.
10. Follow the safe schools and first aid procedures in place for St. Tammany Parish School Board.
11. Follow the Occupational Safety & Health Administration (OSHA) Universal Precautions guidelines for injuries/accidents.

#### **INJURIES/ACCIDENTS**

1. Any accidents or personal injury should be reported directly to the Principal. The Principal will have the office complete an Employers First Report of Accident form. You will be sent to a district approved Worker's Compensation physician if you receive a work related injury.
2. Any student complaining of illness should receive immediate attention and be sent to the office for appropriate care promptly.
3. All student injuries should all be reported to the office for immediate attention.

#### **PROFESSIONAL CONDUCT**

1. Maintain a professional attitude toward your work.
2. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right, and keep it running smoothly.
3. Keep your voice clear, well-modulated and use correct grammar.
4. Your attitude will have a great deal to do with your acceptance by the faculty and students.
5. You must be especially careful about the following:
  - a. Do not criticize the employee for whom you substitute.
  - b. Do not find fault with the schools where you work. Never make uncomplimentary comparisons between schools.
  - c. Do not discuss grades or other confidential information unless you are seeking professional assistance from the Principal/Designee. Be discrete.
  - d. Refrain from discrimination on the basis of race, sex, religion, or disability.
  - e. Refrain from making statements and/or actions that can be misconstrued as harassment, sexual harassment, and/or bullying.
  - f. Refrain from cell phone usage to include text messaging, photography, and social networking.

## APPEARANCE

At all times, you must be professional and neat in your appearance. Please follow the St. Tammany Parish School Board dress code policy.

## PERFORMANCE CONCERNS

The Principal/Designee is requested to discuss performance concerns with a substitute prior to the substitute leaving the school. However, this may not always be possible. Therefore, when a Principal submits a request to have a substitute removed from the eligibility list at their particular school, they will follow the appropriate Substitute Removal Procedures in place. An investigation will occur with all performance concerns.

**NOTE: In the event of a serious infraction and/or three documented concerns, a substitute will be deemed ineligible to work in St. Tammany Parish School System.**

## SECTION III: ADDITIONAL NOTES

1. A Substitute/Timesheet/Volunteer must work at least nine (9) days each school year in order to stay active. If you have not worked at least nine (9) days, you will be considered inactive and will be removed from the substitute list. Substitutes removed must REAPPLY to be eligible to return as a substitute and will require a complete background check. **There may be a \$50.00 application fee for substitute/timesheet applicants, if applicable.**
2. Notify the Substitute office immediately in WRITING of any changes in your address, phone number, direct deposit, availability, etc. Some of these require you to complete a district form in our office at 321 N. Theard St., Covington, LA 70433.
3. Substitutes are encouraged to report concerns in writing to the Human Resources Coordinator for Substitutes and the Supervisor of Human Resources. Please call to make an appointment, if necessary, to review concerns or questions.
4. Mandatory one-day training is required for substitutes applying for teacher/ paraprofessional.
5. Mandatory Ethics Training is required **per calendar year** for all employees and volunteers.
6. Substitutes are not permitted to work over a seven hour work day. NO OVERTIME is allowed.
7. Additional training and support are provided for substitutes throughout the year on different topics of discussion. This information can be located by logging into our web page at: [www.stpsb.org](http://www.stpsb.org). Click on the STAFF link, then go to SUBSTITUTE INFORMATION.
8. Substitute teachers/paraprofessionals can locate jobs using our Frontline/AESOP online system by logging into <http://app.frontlineeducation.edu>, by calling 1-800-942-3767, or by downloading the Frontline Education app. All other substitute positions will be filled by each school site individually.
9. We hope your experience as a substitute will be a pleasant, rewarding experience for you and the school/students you serve. The administrative staff and Principal are available to you for assistance. Do not hesitate to ask for assistance in any area of concern about your work.
10. If you have additional questions, please contact the Human Resources Department at 321 N. Theard St., Covington, LA 70433, 985-898-3254.



# Tobacco-Free Schools Policy Statement



## **Tobacco-Free Schools Policy**

The St. Tammany Parish Public School System prohibits the use of any tobacco products by students, employees, or visitors in all buildings, centers, offices, vehicles, schools, or other property under the jurisdiction of the School Board.

The use of any and all tobacco products by students is prohibited on any school grounds from the time they arrive until they leave school grounds and upon subsequent return to the school grounds at any time; and off school grounds whenever and wherever students are attending school-sponsored events or activities. Employees are prohibited from using smokeless tobacco products and smoking products while on or off school grounds performing service in the course and scope of their employment with the Board.

In addition, pursuant to LA R.S. 40:1300.251, *et seq*, there shall be no smoking or use of any tobacco products or smoking devices on or in any elementary or secondary school building; the campus of any school; any School Board offices or other property owned or operated by the Board, including the grounds of School Board property; or any school buses and other school- or School Board- owned vehicles or private vehicles used to transport students for school events. Smoking is defined to mean inhaling, exhaling, burning, carrying, E-cigarette devices and materials or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material.

This policy of the St. Tammany Parish Public School System bans smoking and the use of all tobacco products or smoking devices at any and all School System facilities, including, but not limited to, all outdoor athletic facilities, such as baseball, softball, and football fields; track events; field trips; and off-campus school-approved activities where students are present.

The Tobacco-Free Schools Policy is intended to promote the general welfare of all employees, students, and visitors and to serve as an example to our students that the use of tobacco and tobacco like products are discouraged.

## Implementation Plan

Smoking cessation programs available through the School System and community, including the Louisiana Quitline: 1-800-QUIT-NOW, will be included on the list of Employee Assistance Program resources.

### Disciplinary action for violations includes the following:

- Students shall be disciplined in accordance with the *District Handbook for Students and Parents*.
- Employees may be subject to disciplinary action as per Article IX of the Collective Bargaining Agreement, their contract for employment, or law.
- LA R.S. 40:1300.262, provides that employees and non-employees may be subject to a citation and summons from any law enforcement official. Any person found guilty of violating these prohibitions shall be fined \$25.00 for the first offense, \$50.00 for the second offense, and \$100.00 for the third and subsequent offenses.

### Communication of the policy will include the following:

- Copies of the policy shall be distributed to all current employees.
- New employees shall be provided copies of the policy as they sign up through the Human Resources Department.
- “No Tobacco Use” signs shall be posted at the entrance of every school and work site as well as athletic, other outside areas, and other appropriate areas determined by the Superintendent or site administrator to include but not limited to all other public buildings owned by the Board.
- A message about the Tobacco-Free Schools Policy from the Superintendent shall be sent to the parents of every student.
- A notice shall be posted on the School System website.
- Media release shall be distributed.

Updated: 09/11/14.

## SMOKING CESSATION RESOURCES

American Cancer Society

[www.cancer.org](http://www.cancer.org)

American Lung Association

1-800-548-8252 or [www.lungusa.org](http://www.lungusa.org)

Glaxo SmithKline [www.CommittedQuitters.com](http://www.CommittedQuitters.com)

or [www.Quit.com](http://www.Quit.com)

Louisiana Campaign for Tobacco Free Living

[www.tobaccofreeliving.org/home5](http://www.tobaccofreeliving.org/home5)

LSUHSC, Bogalusa and Lallie Kemp

985-730-7166 or 985-878-1362

Louisiana Tobacco Quit line

1-800-QUIT-NOW

Methodist Health System Foundation, Inc.

985-726-9333 ext. 118 Hypnotherapy Services

National Cancer Institute

1-877-44U-QUIT or [www.smokefree.gov](http://www.smokefree.gov)

North Oaks Medical Center, Hammond

985-230-7777 to register for all classes

St. Tammany Parish Hospital, Covington

985-898-4468 Lung Health Education

## DRUG-FREE WORKPLACE

The St. Tammany Parish School System is committed to providing a drug-free workplace for its employees and the students in their charge. Toward that end, the following Policy statement is made and will govern all workplaces operated by the system. The unlawful manufacturing, distribution, dispensing, possession, or use of controlled substances is prohibited in any workplace operated by this system. Violation of such prohibition in the workplace will result in disciplinary action as specified hereafter.

Upon official charge of a violation by an employee with regard to manufacturing, distribution, dispensing, possession or use of a controlled substance in the workplace, the Superintendent shall immediately conduct a complete investigation into the matter. During this investigation, the employee shall be placed on leave. If, from the investigation, it is determined that the employee is guilty of the charge, the Superintendent shall recommend termination or other appropriate disciplinary action against the employee and shall suspend him/her without pay pending School Board action on such recommendation. Nothing in this Policy shall be construed to deny any employee of the right to due process under the law.

The St. Tammany Parish School System further commits itself to the establishment of a drug-free awareness program toward the end that employees will be informed about:

1. The dangers of drug abuse in the workplace,
2. The St. Tammany School Board Policy regarding maintaining a drug-free workplace,
3. Drug counseling, rehabilitation and employee assistance program, which are available to employees, and
4. The penalties, which are provided under this Policy and under the provisions of the Louisiana Child Protection Act.

All employees shall be given a copy of this Policy and shall be, thereby, notified that any employee who is engaged in the performance of his/her duties under a federal grant shall, as a condition of employment, agree to abide by the terms of this Policy, and shall further agree to notify, the Human Resources Department of any criminal drug statute conviction for a violation occurring in the workplace no later than 48 hours after such conviction.

The Assistant Superintendent or designee shall notify the granting agency within ten (10) days after receiving notice from an employee of such conviction and shall implement the terms of this Policy within thirty (30) days of the conviction.

The St. Tammany Parish School System shall in good faith make every effort to continue to maintain a drug-free workplace through the implementation of this policy.

Ref: Board Minutes June 8, 1989; Drug Free Workplace 41 USC 701 et seq. 49 USC 101 et seq and 49 CFR 40.1 et seq

Updated 09/11/14.

# Sexual Harassment Policy

## **ST. TAMMANY PARISH SCHOOL BOARD'S POLICY ON SEXUAL HARASSMENT GENERAL STATEMENT**

### **SEXUAL HARASSMENT AND MISCONDUCT POLICY GENERAL STATEMENT**

The St. Tammany Parish School Board is committed to providing a safe and stable climate free from sexual harassment by students, Board Members, Superintendent, administrators, teachers, and other employees who contract with or provide services for the Board or any other personnel associated with the Board and over whom the Board can exercise influence.

#### **I. POLICY**

##### **A. SEXUAL HARASSMENT**

1. The purpose of the St. Tammany Parish School Board is to provide public education for the school aged children of St. Tammany Parish, Louisiana. Sexual harassment is a violation of the law and School Board policy and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the School System who believe that they have been sexually harassed as a result of their association with the School System to report such harassment to the specified person from a list that will be maintained on a bulletin board or other visible place at every building under the control of the School System. This list will be monitored and updated as necessary.
2. The Board through its designee(s) shall promptly, thoroughly, and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law, e.g. tenure law and collective bargaining agreement.
3. The School System and Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment. This intolerance of retaliation extends to the alleged harasser and/or third parties who, directly or indirectly, retaliate against a claimant because they disbelieve the claim or support the alleged harasser.
4. Sexual harassment can occur in a number of ways, e.g. Board Member and any employee or student; Superintendent and any Board Member, employee or student; student to student; employee to employee; employee to student; etc. Any combination, whether or not set out above, that involves any Board Member, Superintendent, employee or student sexually harassing another as a result of the alleged harasser's association with the School System or Board shall be considered a violation of this policy. The violation shall be dealt with swiftly, thoroughly, and consistent with law.
5. Every Board Member, Superintendent, administrator, principal, teacher, and employee, has the responsibility to report any witnessed or experienced sexual harassment to his or her immediate supervisor or those designated on the bulletin board. School and department heads who receive complaints involving employees shall immediately report such incidents to the Title VII and IX Coordinator or others listed on the bulletin board. If the alleged harasser is the

individual's immediate supervisor, the report should be made directly to a contact person listed on the bulletin board. If the alleged harasser is the Superintendent, the report should be made to any Board Member. The Board Member shall report the harassment to the Board President and Titles VII and IX Coordinator. If the alleged harasser is a Board Member, the report should be made to the Superintendent and the Title VII and IX Coordinator. If the claimant and alleged harasser is a student, the report should be made to the school principal.

6. Only those acting on behalf of the Board to investigate claims of sexual harassment shall directly contact the alleged harasser concerning the claim or complaint. If anyone other than those assigned to investigate sexual harassment complaints receives a claim or complaint, that individual will not report the receipt of the complaint to the alleged harasser, but to his or her superior and/or a person so designated on the specified bulletin board.
7. All persons associated with the School System shall uphold the law and promote and encourage an environment devoid of sexual harassment. If an individual observes conduct that might be viewed as sexual harassment, even if no complaint or claim has been filed, the questionable conduct may be reported to the individual whose conduct is in question or to those who may receive complaints of sexual harassment.

## **B. SEXUAL MISCONDUCT**

1. It is the policy of the School Board that a sexual relationship of any kind or nature to include, but not be limited to the provisions of LA R.S. 14:81.4, between an employee of this Board and a student who is enrolled in a facility under the authority, supervision and control of this Board, is forbidden.
2. Should an employee violate the policy provided for in the preceding paragraph, then appropriate action to terminate the employment of such an employee will be taken pursuant to law and a Collective Bargaining Agreement, if applicable.
3. It is a criminal violation for an educator, as defined at LA R.S. 14:81.4B(1), to engage in any sexual conduct of any nature with any student enrolled in a school under the authority, supervision and control of this Board, where the student is less than twenty-one years of age and there is an age difference of greater than four years between the educator and student. The consent of the student and lack of knowledge of the student's age shall not be a defense.
4. Any educator having a cause to believe that prohibited sexual conduct is taking place between an educator and a student shall immediately report such conduct to a state or local law enforcement authority and their immediate supervisor, unless the immediate supervisor is the violator, then to the next level of supervision where the prohibited conduct is not involved. That supervisor receiving the report shall immediately inform a supervisor of administration at Central Office.
5. Any reports of a violation of this sexual misconduct policy shall be investigated pursuant to the provisions of Paragraph III hereinafter.

## **II. DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature in any of the combinations set forth in Section I -4 above, where:

1. Acceptance or rejection of a sexual invitation is used as the basis for employment, grading, disciplinary, honorary, participatory or similar decisions; and/or

2. Sexual advances or requests for sexual favors have the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

### **III. PROCEDURES**

1. If the introduction of sexual innuendo, sexual jokes, or other activity of a sexual nature into a relationship with a person associated with the Board or School System is not welcomed, the matter may be handled initially by the claimant telling the offender that the conduct is unwelcome. If the claimant does not desire to approach the offender directly, then the claimant should report the matter following the outlined complaint process.
2. If the person introducing sexual innuendo, sexual jokes, or other activity of a sexual nature does not reasonably accept the notice that the conduct is unwelcome, the claimant immediately should report both the incident and the lack of response to the claimant's notice that the incident is unwelcome.
3. If an employee is involved either as a claimant or alleged harasser, it is preferred that the report be made to one of the individuals listed on the bulletin board. School site and department superiors receiving complaints of sexual harassment involving an employee shall immediately report the complaint to one of the individuals identified to receive the complaints for further action. If the incident involves student to student harassment, it is preferred that the report be made to the school principal or designee. The school principal shall notify the Titles VII and IX Coordinator that a complaint involving students has been made. The claimant should make a written note and keep it for safekeeping as to whom and when the complaint was made.
4. The person receiving the complaint shall take all of the information pertaining to the complaint and contact the claimant within five (5) working days. If the person receiving the complaint attempts to change the claimant's mind about following through with the complaint, these facts should be reported to the Titles VII and IX Coordinator. The name of the coordinator can be obtained by calling 892-2276 or 646-4900.
5. If the report of sexual harassment is not acted upon within a reasonable period of time by the person to whom the incident was initially reported, the claimant shall again contact the individual to determine what has transpired since the report. If the claimant is not satisfied with the response, he/she shall report the complaint and the actions of the initial receiver to the Titles VII and IX Coordinator or the Superintendent.
6. If the alleged harasser accosts or confronts the claimant concerning the fact that a complaint was made, the claimant should report this fact to the person to whom the initial complaint was made. Such action on the part of the alleged harasser shall be considered a violation of this policy.
7. Persons designated by the Superintendent to investigate complaints of sexual harassment shall do so expeditiously, thoroughly, and professionally. School site administrators shall take action in cases of student to student harassment based on the findings and consistent with the student discipline code. A copy of the report of findings shall be forwarded to the Titles VII and IX Coordinator. Persons designated to handle complaints involving employees shall forward results of the investigations to the Titles VII and IX Coordinator and the Superintendent. The Superintendent shall review the findings of the investigation and render a decision, consistent with legal requirements, within thirty (30) days of the receipt of the results of the investigation.
8. Confidentiality as to the claimant and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the

complaint, the claimant, and the results or progress of the investigation will be on a need to know basis, only by those assigned duties to receive complaints, those who investigate them, and those interviewed.

9. The procedure provided for in the Board's grievance procedure, the collective bargaining agreement, and other procedures provided for by law shall be complied with according to the status of the claimant and alleged harasser in each individual situation. Information concerning the procedures may be obtained from the Titles VII and IX Coordinator.

#### **IV. SANCTIONS**

1. A substantiated charge against an employee in the School System shall subject that employee to disciplinary action up to and including discharge.
2. A substantiated charge against a student in the School System shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

#### **V. NOTIFICATION**

Notice of this policy will be circulated to all schools and departments of the St. Tammany Parish Public School System and referenced in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held in all schools on an annual basis. Training sessions for new non-teaching employees shall be conducted annually.



## To Report Incidents of Sexual Harassment

### **STUDENTS:**

Contact School Principal (or one of the Supervisors listed below)

### **EMPLOYEES:**

Contact any of the Sexual Harassment Investigating Officers at  
**985-892-2276 or 985-646-4900**

Dorable Dangerfield

Katie Fuller

Mary Hart

Melissa Langlois

Christian Monson

Raymond Morris

Sarah Revere

Larry Route

Raphael Tillman

Should you need counseling or other related services you may contact the

**EMPLOYEE ASSISTANCE HOTLINE**

**1-800-256-1575**

## UNIVERSAL PRECAUTIONS

There are protective steps that must be taken with all blood and body fluids which could contain blood borne viruses or bacterial organisms such as vaginal secretions, stool, urine, vomitus, sputum and semen as well as spinal, amniotic, heart and lung fluids.

**Hand washing:** Hands should be washed before and after all contacts. If skin is contaminated with blood and body fluid, wash immediately with soap and water.

**Broken Skin:** Cuts and abrasions should be covered with a Band-Aid/bandage.

**Protective Clothing:** Gloves must be worn for direct contact with blood or body fluids (e.g., diapering or broken skin).

**Spillage:** Spills of blood or body fluid visibly stained with blood should be treated with an approved solution. Then, wearing gloves, the spill should be cleaned up with disposable wipes and discarded. The involved area should then be cleaned with the approved disinfectant solution.

**Waste & Excreta:** (e.g., stool and sputum) Waste products should be discarded directly into the toilet. Diapers and paper products should be discarded into covered, plastic lined waste containers ensuring that no fluid leaks from the container.

## INFECTION CONTROL

### Blood Contact

All blood should be considered "hazardous". Clean up bloody spills with an approved solution. Dispose of soiled articles carefully in a plastic bag. Wear gloves when there is a possibility of contacting blood (e.g., heavily soiled items or touching broken skin). Do not share toothbrushes, needles or razors. Wash hands well after contact.

### Direct/Close Contact

Wear gloves and carefully hand wash after any personal contact such as feeding, diapering, toileting or personal hygiene measures as well as before preparing or eating food. Cover any sore or lesion. Carefully clean and disinfect soiled and common use articles with an approved solution.

### Fecal-oral

Wear gloves and carefully hand wash after toileting, potty training and diapering. Discard diapers into closed containers. Glove use is required.

### Respiratory/Airborne

Avoid sharing cups, food, utensils and tissues. Cough or sneeze into your sleeve or a tissue. Wear gloves when using tissues and discard after use. Wash hands after contact with nose or throat discharge.

## **HANDLING BODY FLUIDS**

### **For All St. Tammany Parish School Board Personnel**

The body fluids of all persons should be considered to contain potentially infectious agents and should be treated cautiously.

The term "Body Fluids" includes blood, semen, drainage from scrapes/cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), tears and saliva.

1. Gloves should be worn by anyone when cleaning up body fluids. If unanticipated skin contact occurs where gloves may not be immediately available, hands and/or other affected skin area of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Gloves should also be worn when removing any body fluid spills from the environment (e.g., furniture, floors, rug).
2. Hand washing after contact with an individual is routinely recommended if physical contact has been made with the person's blood or body fluids, including saliva. Flush eyes with water/saline for a minimum of 30 seconds.
3. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for a minimum of 20 seconds or longer.
4. Clothing and other non-disposable materials that are soaked with body fluids should be placed in plastic bags for further disposition. Disposable towels, tissues and cleaning supplies should be used whenever possible.
5. Soiled environmental surfaces and utensils should be promptly cleaned with cleansers supplied by the School Board. Mops and other cleaning equipment should be thoroughly rinsed in an approved solution. Approved sanitary absorbent agents and/or an approved germicidal shampoo should be used on rugs.

Approved by the St. Tammany Parish School  
Board on 1/25/88, 06/12/03 and  
Updated: 09/11/14.

**NOTE: Gloves are available to all employees via Principal/Site Supervisor or School Nurse.**

## General Healthcare Plans

The purpose of the general healthcare plan is to provide employees general information for commonly diagnosed student health conditions. This general information is not all inclusive, and additional student healthcare information may be provided by the School Nurse throughout the school year. Keep a copy of the General Healthcare Plans (next 4 pages) for reference. Contact the School Nurse for additional information.

### **ASTHMA**

Asthma occurs when there is swelling or spasm of the bronchial tubes associated with shortness of breath.

#### **THINGS TO KNOW ABOUT ASTHMA**

##### **Common triggers:**

Colds and other viral infections, chemical or environmental irritants, exercise and over-exertion, air pollution and stress

##### **Symptoms of an asthma attack may include:**

Wheezing, coughing, difficulty in breathing, a feeling of tightness in the chest, a bluish color in the lips and nail beds

**IMPORTANT:** Any student requiring an inhaler should have it available at all times including field trips.

#### **STEPS TO TAKE IN AN ASTHMA EMERGENCY**

1. Buzz the front office immediately. If necessary, Emergency Medical Services (EMS) should be called.
2. If the student carries an inhaler, allow the student to self-administer.
3. If the medication is kept in the front office, determine whether it is quicker for the staff to come to the student or for someone to escort the student to the front office. **DO NOT SEND THE STUDENT ALONE.**
4. Help the student sit up with shoulders relaxed.
5. Encourage the student to drink water. (This may help to thin the mucus.)

### **SEIZURES**

Epilepsy is a common neurological condition. It is the general term for more than 20 different types of seizure disorders. It is not contagious. There are two main categories: convulsive and non-convulsive.

##### **In recognizing a seizure the student may be:**

Staring into space  
Not responding  
Smacking lips/chewing  
Moving aimlessly

Staggering or falling  
Remaining rigid  
Jerking all/parts of the body

### **STEPS TO TAKE IN A CONVULSIVE SEIZURE EMERGENCY:**

1. Buzz the front office immediately and time the seizure.
2. Help the student to lie down. Remove glasses and loosen tight clothing. Cushion head. Clear the area of any hard objects. Turn head to let saliva drain. Observe and protect the student until conscious.
3. Do not put anything in the student's mouth. Do not restrain or try to move the student. Do not argue with or confront the student.
4. If the seizure lasts 5 minutes or longer, call EMS.

### **SEVERE ALLERGIES**

An allergic reaction is an acquired hyper-sensitivity to a substance that does not normally cause a reaction. The reaction may range from mild, self-limited symptoms to rapid death.

#### **Common causes of allergy:**

Insect stings (bees and wasps)  
Nuts (peanuts, pecans and other nuts)  
Medications  
Industrial or office chemicals/vapors

#### **What to look for:**

A sudden onset of symptoms, usually beginning within 15 minutes after exposure to inciting agent, often result in the more severe type of reaction (anaphylaxis). Symptoms may include the following:

- Respiratory difficulty
- Feeling of fullness in throat
- Change in quality of voice
- Feeling of apprehension
- Sweating and weakness
- Tingling sensation around mouth or face
- Nasal congestion
- Wheezing
- Hives
- Itching
- Low blood pressure with weak, rapid pulse
- Loss of consciousness/shock

**IMPORTANT:** Closing of the air passages from swelling (laryngospasm) can occur without warning or any of the above symptoms. Seek help immediately for any difficulty in breathing. Do not wait for more symptoms.

The Epi-pen injection is an emergency medication for anaphylaxis. Any student requiring an Epi-pen **MUST** have the Epi-pen available at all times including field trips. If the Epi-pen or other rescue medication is administered, call EMS immediately.

### **STEPS TO TAKE IN A SEVERE ALLERGY EMERGENCY:**

1. Buzz the front office immediately. If necessary, Emergency Medical Services (EMS) should be called.

2. If the student carries an Epi-pen or other rescue medication, allow the student to self-administer. Give privacy and reassurance.
3. If the medication is kept in the front office, determine whether it is quicker for the staff to come to the student or for someone to escort the student to the front office. **DO NOT SEND THE STUDENT ALONE.**
4. Document the student's symptoms, what the student was doing just prior to the reaction, and if applicable, time at which the Epi-pen or other rescue medication was administered.

## **DIABETES**

Diabetes is a condition in which the body cannot use food normally because the pancreas does not produce enough insulin. Insulin carries glucose to the cell to be used as fuel. Without insulin, glucose is not properly carried to the cell but instead remains in the bloodstream, building to dangerous levels. Serious symptoms and life-threatening conditions can result from this build-up.

A person with **Type 1 Diabetes** has to inject insulin at least once a day or may wear an insulin pump. An insulin pump works like an external pancreas and delivers a small amount of insulin continuously.

### ***LOW BLOOD SUGAR***

**Onset:** Sudden

**Signs:** Feeling shaky, poor coordination, anger, bad temper, pale color, confusion, disoriented, sudden hunger, sweating, eventual stupor and unconsciousness

**Causes:** Failure to eat before strenuous exercise or after insulin bolus from the pump, delayed or missed meals, or too much insulin

**General Treatment:** Provide food (high carbohydrate: juice box, sugar tablets, cheese or peanut butter crackers)

### ***HIGH BLOOD SUGAR***

**Onset:** Gradual

**Signs:** Drowsiness, extreme thirst, frequent urination, flushed skin, vomiting, fruity or wine-like odor on breath, heavy breathing, eventual stupor or unconsciousness

**Causes:** Insulin not taken, pump malfunction, stress, illness or too much food or drink taken in

**General Treatment:** May need additional insulin per doctor's orders

## **STEPS TO TAKE IN A DIABETIC EMERGENCY**

1. Buzz the front office immediately. If necessary, Emergency Medical Services (EMS) should be called.
2. If the student carries supplies, allow student to self-administer.
3. If the supplies are kept in the office, determine whether it is quicker for the staff to come to the student or for someone to escort the student to the office. **DO NOT SEND THE STUDENT ALONE.**

### **ATTENTION DEFICIT WITH HYPERACTIVITY DISORDER**

ADHD/ADD is a behavioral condition in which children have difficulties paying attention and focusing on tasks.

#### **Some of the medicines commonly prescribed are:**

- Adderall
- Concerta
- Vyvanse
- Ritalin
- Focalin
- Bupropion
- Dexedrine
- Strattera
- Daytrana
- Methylphenidate (i.e. Ritalin, Metadate, Concerta, etc.)

#### **Most common medication side effects are:**

- Headaches
- Vomiting
- Tics
- Stomach pains
- Irritable
- Loss of appetite
- Dizziness
- Trouble sleeping
- Nausea
- Nervousness
- Constipation
- Dry mouth
- Blurred vision
- Agitation

**NOTE:** Continuous complaints of the above side effects may be communicated to the parents.

## **ADMINISTRATIVE GUIDELINES FOR PROVIDING EDUCATION TO STUDENTS WITH AIDS INFECTION**

1. Persons involved in the care and education of Human Immunodeficiency Virus (HIV/AIDS) infected children shall respect the child's right to privacy, including maintaining confidential records. The number of personnel who are aware of the child's condition shall be kept at a minimum. Those persons should be provided with appropriate information concerning such precautions as may be necessary and should be aware of the confidentiality requirements.
2. Research documents that the AIDS/HIV virus is not transmitted through casual contact such as in schools. The individual poses no threat to the health of other students or employees except in rare cases. Even if a slight risk of transmission in a school setting existed, the risk can be better protected by requiring "universal precautions" rather than by trying to identify HIV-infected students. The concept of universal precautions originated in the health care field; it required medical providers to regard all patients as HIV-infected and thus to take the same precautions with all patients that they would with an HIV-infected patient. The concept of universal precautions applies easily in a school setting. For example, when dealing with blood or other bodily fluids, personnel should always wear gloves. Universal precautions provide a less invasive way to prevent transmission. All employees have a personal responsibility to follow universal precautions.
3. Students will be observed for the presence of open, uncovered lesions and/or breaks in the skin surface. The observation shall be done in an inconspicuous manner in order to preserve the confidentiality of the child. If direct contact with lesions or breaks in the skin surface cannot be controlled or prevented, the student may require temporary exclusion from the classroom.
4. The decision to temporarily remove a student from the classroom for the reason stated in #3 above will be made by appropriate school administrators in consultation with district nursing and/or medical advisors. An appropriate alternative educational program may need to be established, or the student may be returned to the classroom when appropriate school personnel have received medical documentation from the student's physician and/or public health personnel that the risk of transmission has abated.
5. The school nurse may function as (a) the liaison with the student's physician, (b) the student's advocate in the school, and (c) the coordinator of services provided by other staff.
6. Students will be regularly reevaluated with regard to their behavior, physical condition and educational progress which may affect the need for a more appropriate education program placement.
7. Medical documentation will be required to support initial educational planning and periodically thereafter as necessary to provide appropriate services for the student.
8. A child may need to be temporarily removed from the classroom for his/her own protection when cases of communicable disease (e.g., chicken pox, measles, etc.) are occurring in the school population. The parent/guardian will be notified by school personnel in the event of this occurrence and the decision for exclusion will be made by the parent/guardian and the child's physician in consultation with appropriate school personnel.
9. Administrative guidelines for the handling of body fluids shall be disseminated to all personnel employed by the St. Tammany Parish School Board, and employees shall follow these guidelines. All school district personnel will receive in-service training in the routine and standard district procedures for handling the body fluids of any person in the school, home or school related setting.



## EMPLOYEES WITH AIDS/HIV

Infected employees should inform appropriate school officials of the infection so that proper precautions for the protection of the students, other employees, and the infected employee can be taken.

Upon determination that an employee of the St. Tammany Parish School Board is an infected employee, the following procedures shall apply:

1. The Superintendent shall make a determination whether the infected employee can perform the essential functions of the job. The Superintendent shall take into account the nature, duration, and severity of the risk as noted in (a) through (d) below. If the infected employee can perform the essential functions of the job, then no further inquiry or action shall be taken, but the performance of the infected employee shall be viewed at reasonable intervals to assure that the essential functions of the job are carried out.
2. If the Superintendent believes that the infected employee may not be able to perform the essential functions of the job (this determination shall take into account items (a) through (d) noted below), then the Superintendent shall so notify the infected employee of that determination and shall further notify the infected employee that an evaluation will be made as to whether the infected employee is otherwise qualified to perform the essential functions of the job in spite of infection with AIDS or ARC. This determination is to be made by a team composed of the Superintendent, the infected employee, a public health official, the infected employee's physician, a physician selected by the Superintendent and another person selected by the superintendent knowledgeable of the requirements of the job. The team shall determine whether the infected employee is otherwise qualified to perform the essential functions of the job in spite of infection with AIDS or ARD. This determination shall include findings of fact based on reasonable medical judgments and given the state of medical knowledge about:
  - a. the nature of the risk (how the disease is transmitted)
  - b. the duration of the risk (how long the carrier is infectious)
  - c. the severity of the risk (what is the potential for harm to third parties), and
  - d. the probabilities that the disease will be transmitted and will cause varying degrees of harm

In making the medical findings in (a) through (d) above, the team should normally defer to the reasonable medical judgments of public health officials, but also consider medical judgments of private physicians consulted by the team.
3. If it is determined that the infected employee is not able to perform the essential functions of the job, the team must further consider whether any reasonable accommodations by the school system would enable the infected employee to perform those functions. Accommodation is not reasonable if it either imposes undue financial or administrative burdens on the School System or requires a fundamental alteration in the nature of the job.
4. If an infected employee is determined by the process outlined above not to be otherwise qualified even with reasonable accommodations, then the Superintendent shall take appropriate steps to terminate the employment of the infected employee. Any infected employee desiring to separate voluntarily from the St. Tammany Parish School System shall be permitted to do so.
5. If eligible, the employee may exercise his/her right to apply for retirement or medical disability.

# Mandatory Reporting of Child Abuse

## Do I Have to Report?

Yes, by law, any person who provides care, training, supervision, or protection to children in a professional or voluntary capacity is a mandated reporter. Any suspected child abuse must be reported to DCFS.

## The Procedure for Reporting Child Abuse

Immediately upon suspecting child abuse or receiving a report of suspected child abuse, the following procedure must be followed:

1. Meet with the principal or administrative designee.
2. Call the Department of Children & Family Services (DCFS) Hotline at 1-855-452-5437 (1-855-4LA-KIDS).
3. Fill out the *St. Tammany Parish School Board Suspected Child Abuse Report Form* and submit the copies to the appropriate locations as designated at the bottom of the form within five days.
4. Cooperate with the DCFS, Law Enforcement, and Central Office, as requested.
5. All information regarding the suspected child abuse must remain confidential.
6. Any suspected child abuse that has allegedly occurred on St. Tammany Parish School Board Property must be reported to the Central Office.

## What Information Do I Need?

The mandatory reporter will speak to a DCFS Intake Worker. The following information must be provided to the intake worker:

- Name, address, sex, age, race of child/children
- Name and address of the child's parent(s) or other caretaker;
- Reason for referral (i.e. child reported the problem, evidence observed, reported by someone else, etc.)
- Type of reported abuse (i.e. physical abuse, sexual abuse, neglect, or emotional abuse)
- Name of the alleged abuser
- Name and address of the person reporting

## Types of Abuse

**Neglect** – The “unreasonable refusal or failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for injury, illness, or condition of the child, as a result of which the child’s physical, mental, or emotional health and safety is substantially threatened or impaired.”

**Physical Abuse** – Any act, or an allowance of others, or as a result of inadequate supervision, to inflict or attempt to inflict an injury that *seriously endangers* the physical, mental, or emotional health and safety of the child.

**Sexual Abuse** – The involvement of the child in any sexual act with a parent or any other person, the aiding or toleration by the parent or caretaker of the child’s sexual involvement with any other person, the aiding or toleration by the parent of the child’s involvement in pornographic displays, and any other involvement of a child in sexual activity constituting a crime under the laws of the State.

**Emotional Abuse** – Failure or inability by a parent or caretaker to nurture, to protect or to provide appropriate guidance as well as actions or statements which result in observable and substantial impairment of the child’s psychological, intellectual or emotional well-being and functioning. The emotional abuse must be a chronic or severe pattern of behavior by the parent.

## Possible Signs of Abuse

The following signs may signal the presence of a variety of types of child abuse or neglect.

- Shows sudden changes in behavior or school performance.
- Has not received help for physical or medical problems brought to the parents' attention.
- Is always watchful, as though preparing for something bad to happen.
- Lacks adult supervision.
- Is overly compliant, passive, or withdrawn.
- Comes to school or other activities early, stays late, and does not want to go home.

## Am I Legally Liable?

Any person who in good faith makes a report or gives testimony in regard to possible child abuse is immune from criminal or civil liability. Failure to report suspected child abuse could result in criminal and civil penalties.

## St. Tammany Parish School Board

### Safe Schools and First Aid Procedures for Substitutes

- Substitutes are responsible for making sure the learning environment is safe.
- At the beginning of the day, become aware of your surroundings, look for safety hazards or blocked exits, let the Principal know if you need a key to the classroom, in case of a lock down call, and introduce yourself to the surrounding teachers.
- Follow emergency code procedures posted on the wall in the classroom and on the back of this form. Listen for commands given per the administration at the school site.
- Be aware of pre-designated primary and alternative evacuation routes.
- Always take the attendance record and/or grade book with you.
- Be prepared to take responsibility for students in and out of your classroom during a crisis situation.
- If an evacuation occurs, close the classroom door and turn out the lights as students leave.
- Leave the building in an orderly manner without rushing or crowding.
- Prior to the onset of bad weather, be aware of watch and warning signals within the school.
- Know the shelter area your class/students is expected to reach.
- Know how to lock the door from the inside of your classroom, in the case of a lock down call.
- If lock down occurs, tell students the following information once you are secure: They are allowed **ONE** phone call to a parent/guardian as an “assurance call” telling them that “a lock down has occurred and I am safe.” Students may tell their parent/guardian to go to the website for up to date information, [www.stpsb.org](http://www.stpsb.org). No other information should be given out.
- If a lock down is lengthy, **you** may log on to [www.stpsb.org](http://www.stpsb.org) or call the following number for emergency update information: (985) 635-0801.
- Follow first aid procedures during emergency or regular class incidents.
- Universal Precautions should be used with all body fluids/blood. Disposable latex free gloves should be worn. (See Brochure for complete information).
- Students should report to the school nurse and/or designated personnel for injuries and you need to complete an incident/accident report form in the office.
- Send for the Principal and/or school nurse with name of injured student in case of severe injury. Keep student as stable as possible. **If possible, DO NOT MOVE THE STUDENT. STAY CALM.**
- **NEVER** give medication to a student and do not allow them to take it themselves. All medication is to be administered through the school nurse or designated personnel in the school office.
- Please refer to the General Healthcare Plans brochure for information on health care needs that a child may have while in your care. Please review the medical plan in place for an individual child, if applicable.
- Our school system is a **smoke-free environment**.
- **St. Tammany Parish School Board Policy does not allow corporal punishment.** No adult is to threaten or physically punish any student at any time.
- Notify the Principal’s office immediately if you have witnessed or suspect alcohol or a drug sale, usage or possession. If you suspect an overdose, threat of self-injurious behavior, or suicide, notify the Principal’s office **IMMEDIATELY** and keep the student as stable as possible. Take the threat seriously and tell the student you are concerned. **DO NOT LEAVE THE STUDENT ALONE.**
- All faculty/staff/volunteers/high school students should be wearing an ID Badge. Report any suspicious person to the Principal’s office immediately, ask for identification, and never leave the classroom alone.
- **Harassment is not tolerated.** Please refer to the Sexual Harassment Brochure and the St. Tammany Parish School Board Student/Parent Discipline Handbook pertaining to different forms of harassment.
- As a Mandated Reporter, report any suspected child abuse or neglect of a student’s physical or mental health or welfare to the Principal and/or School Counselor. You will need to complete a form from the State Dept. of Human Resources and Children’s Protective Agencies. Please refer to the brochure on Child Abuse and Neglect.
- **CONFIDENTIALITY MUST BE MAINTAINED AT ALL TIMES.**

# STPSB CRISIS PLAN

## GENERAL PROCEDURES

### Evacuate

(1) Immediately evacuate the building. Remain there until further notice. (2) Call roll and notify office of any missing or added students. (3) Remain calm and keep students calm. (4) Dispel any false rumors and only relay information with Principal's permission. (5) Keep students with you at all times. **\*DO NOT LET STUDENTS LEAVE THIS AREA\*** (6) Wait for further directions from the Principal's office and remain in this area at all times. If you are needed elsewhere, you will be notified.

### Shelter In Place

(1) All classrooms...shelter in your classroom. Gym, Cafeteria...move to designated area. (2) Call roll and notify office of any missing or added students. (3) Remain calm and keep students calm. (4) Dispel any false rumors and only relay information with Principal's permission. (5) Keep students with you at all times. **\*DO NOT LET STUDENTS LEAVE THIS AREA\*** (6) Wait for further directions from the Principal's office and remain in this area at all times. If you are needed elsewhere, you will be notified.

### Lockdown

(1) Immediately secure all students into your classroom and lock the door (if necessary shelter students from the halls). (2) Call roll and notify office of any missing or added students. (3) Remain calm and keep students calm. (4) Dispel any false rumors and only relay information with Principal's permission. (5) Keep students with you at all times. **\*DO NOT LET STUDENTS LEAVE THE CLASSROOM\*** (6) Wait for further directions from the Principal's office and remain in this area at all times. If you are needed elsewhere, you will be notified.

**\*\*\*A MAP OF YOUR SCHOOL WITH SPECIFIC EVACUATION ROUTES MUST BE POSTED IN EACH AREA & CLASSROOM.\*\*\***

## **Classroom Door Lock Policy**

ACT 50 and the corresponding law reads “Each plan shall provide that classroom doors with locks that are in compliance with all fire safety standards promulgated by the office of state fire marshal code enforcement and building safety of the Department of Public Safety and Corrections shall remain locked during instructional time. Each plan shall provide that a locked door shall not obstruct egress.”

**ST. TAMMANY PARISH SCHOOL BOARD**  
**POLICY ADDRESSING EMPLOYEE ELECTRONIC COMMUNICATION WITH**  
**STUDENTS**

The St. Tammany Parish School Board is committed to the safety of its students, faculty, staff and visitors. The Board and its employees must hold themselves to the highest moral and ethical standards. Interactions between employees, parents and students should be cooperative and respectful. This Policy is intended to comply with all applicable State and Federal laws, including the most recent action taken in Act 214 by the 2009 Louisiana Legislative Session, Louisiana Revised Statute 17:81(Q).

The St. Tammany Parish School Board acknowledges that technology has advanced to the point that many telecommunication devices are easily accessible and allow swift communication. Electronic Communication is defined as a message/interaction through System- provided and personal devices which provide direct communication, including, but not limited to, voice or text-based telecommunication devices and computers, and other venues that facilitate indirect contact/cyber-interaction using an intermediate method, including, but not limited to, internet-based social networks.

The Superintendent shall be responsible for establishing the mandated written procedures and guidelines that will provide a protocol for the management and administration of the components of this Policy. The procedures and guidelines are to introduce procedures to ensure that the staff, students and parents are informed. These procedures and guidelines shall be in compliance with law and provide continuity and consistency.

The procedures and guidelines are intended to promote the appropriate student-staff interaction by consistently implementing a planned management strategy. This Policy is not intended to limit or impede the use of technology as a meaningful teaching tool. Such procedures and guidelines, as adopted, shall be made available each year to all System employees, parents and students. Nothing in this Policy shall be construed to deny any employee of his right to due process under the law. The St. Tammany Parish School Board shall not be civilly liable for any electronic communication by an employee with a student that is prohibited as provided in this Policy and the Superintendent's procedures and guidelines.

# **ST. TAMMANY PARISH SCHOOL BOARD SUPERINTENDENT'S PROCEDURES AND GUIDELINES ADDRESSING EMPLOYEE ELECTRONIC COMMUNICATION WITH STUDENTS**

## **PURPOSE**

The Superintendent's Procedures and Guidelines establish the mandated written procedures that will provide a protocol for the management and administration of the components of the St. Tammany Parish School Board's policy relating to employee electronic communication with students. More specifically, the guidelines introduce procedures to ensure that the staff and parents are informed regarding the expectations with respect to its employees relative to electronic communication by an employee with a student enrolled at that school. Interactions between employees, parents and students should be cooperative and respectful. The School System's approved electronic communications system shall be utilized to promote educational excellence.

Technology has advanced to the point that many telecommunication devices are easily accessible and allow swift communication. These devices provide direct communication, including, but not limited to, voice or text-based telecommunication devices, computers and those that facilitate indirect communication using an intermediate method, including but not limited to internet-based social networks. Documentation of the components of these procedures and guidelines shall be maintained by the Superintendent or his/her designee.

The St. Tammany Parish School Board prohibits any type of close personal relationship between a school employee and a student that may be reasonably perceived as unprofessional, such as excessive personal attention outside of school, or dating. School employees shall not entertain students, socialize with students, or spend an excess amount of time with students in such a manner as to reasonably create the impression to other students, their parents, or the public that an improper relationship exists. These guidelines are intended to promote the appropriate student-staff interaction by consistently implementing a planned management strategy. This is not intended to limit or impede the use of technology as a meaningful teaching tool. Such procedures and guidelines shall be made available each year to all School System employees, parents and students. Nothing in these guidelines shall be construed to deny any employee of his right to due process under the law.

## **DEFINITIONS**

**Electronic Communication** – a message/interaction through System provided and personal devices which provide direct communication, including but not limited to voice or text-based telecommunication devices and computers, and other venues that facilitate indirect contact/cyber-interaction using an intermediate method, including but not limited to internet-based social networks.

**Educational Services** – constitutes provision of direct and indirect classroom instruction as well as extracurricular activities provided by St. Tammany Parish School Board.

Violations of the Policy and Procedures and Guidelines include, but not limited to:

- employee failure to report an instance of communication using a non-School System electronic communication system with a student at that school;
- utilizing the School System or personal electronic communication system with a student at that school



- for non-educational purposes; and
- contacting a student when the parents have opted out of individual communication with employees.

## **PROTOCOL**

1. All electronic communication by an employee with a student enrolled in that school must be relative to the educational services provided to the student and shall be delivered by means provided by or otherwise made available by the School System for this purpose. School Board employees are prohibited from using any System electronic communication with a student for a purpose not related to educational services except for communication with the employee's immediate family if such communication is otherwise authorized.
2. The occurrence of any electronic communication made by an employee with a student enrolled at that school using means other than ones provided by or made available by the School System shall be reported by the employee. This report shall be given to the site administrator verbally or by email prior to reassuming regular duties, but no later than 24 hours after the occurrence or knowledge of the occurrence, except as otherwise provided in these guidelines. A Reporting Form (Appendix A) should be completed by the end of the work day.
3. If an employee is attending an education related trip, function or event with students at which electronic communication with students is reasonably necessary for coordination at the trip, function or event, for the safety of students, or for some other reasonable purpose and the electronic communication will or may occur over a period of time not to exceed seven (7) days, then the employee may obtain written permission from the Principal, in advance of the trip, function or event, to communicate with students via electronic communication. In order to exercise this option, a parent's written permission to communicate with a student shall be obtained in advance of the trip, function or event. Approved School System electronic communication methods are School System email, school sponsored teacher websites, school websites, school provided phones and other electronic communication that is approved by the Superintendent or his/her designee. Records of any reported communication shall be maintained by the site administrators for a period of at least one year.
4. It is the duty of each School System employee to comply with the Policy and Superintendent's Procedures and Guidelines regarding electronic communication. Failure to comply may result in disciplinary action, and in extreme circumstances may constitute willful neglect of duty. The Board and School System prohibit retaliation by anyone associated with the School System against one who files a report of an alleged violation. This prohibition extends to the alleged violator of this policy and/or third parties who, directly or indirectly, retaliate against an individual reporting a violation.
5. Any violations or suspected violations of this Policy or Procedures and Guidelines should be reported to the site administrator verbally or by email. The Board through its designees will promptly, thoroughly and fairly investigate reports of an alleged failure by a school employee or student to comply with the Policy and Superintendent's Procedures and Guidelines regarding electronic communication. Appropriate action shall be taken that is consistent with the results of the investigation and the legal requirements afforded by law, e.g. tenure law, collective bargaining agreement and/or Student Code of Conduct.

6. All persons associated with the School System shall uphold the law. Any alleged violation of the Board's Policy or these procedures and guidelines involving a school employee that may also be a violation of state or federal law shall be reported to the proper authorities. Some acts are considered criminal and may be subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.
7. All School System employees shall be informed during the year of implementation and upon entering into System service about the Policy and Superintendent's Procedures and Guidelines regarding electronic communication including the possible consequences for a failure to comply with the Policy and Superintendent. The Policy and Superintendent's Procedures and Guidelines shall be posted on the School System website for reference.
8. The Policy and Procedures and Guidelines regarding electronic communication by employees with students enrolled at that school will be part of the *Discipline Handbook for Parents and Students* and can be found on the School System website.
9. The parents have the option to submit written documentation to the site administrator reflecting their desire for their child not to be contacted individually through electronic communication from any school employee at the school where their child is enrolled, group electronic communication accepted.
10. Violations of the Policy shall be addressed by site administrators in compliance with the provisions of discipline in the collective bargaining agreements. Violations that involve repeated or improper contact with students shall result in consequences that may range from a warning up to a recommendation for termination depending upon the severity of the violation.
11. These procedures and guidelines discourage employee electronic communication with students at all System schools and improper interaction shall be handled following applicable laws and policies. However, the law clearly prohibits electronic communication by an employee at a school to a student enrolled at that school, unless proper reporting procedures are followed in compliance with law and policy.

**ST. TAMMANY PARISH SCHOOL BOARD  
EMPLOYEE ELECTRONIC COMMUNICATION  
REPORTING FORM**

EDUCATION RELATED: \_\_\_\_\_ OR VIOLATION: \_\_\_\_\_

REPORTING EMPLOYEE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

INCIDENT: (RECORD SCHOOL BY NAMES IF DIFFERENT THAN REPORTER'S SCHOOL.)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ METHOD OF CONTACT: \_\_\_\_\_

EMPLOYEE INITIATED: \_\_\_\_\_ STUDENT INITIATED: \_\_\_\_\_

STUDENT(S) NAME(S): (Add attachment if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE(S) NAME(S) INVOLVED IN VIOLATION OR SUSPECTED VIOLATION:

\_\_\_\_\_  
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MESSAGE:

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DATE RECEIVED: \_\_\_\_\_ SITE ADMINISTRATOR INITIALS: \_\_\_\_\_

## **ELECTRONIC RESOURCE USE AND SECURITY POLICY**

Electronic data, computer programs, network connections and resources, Internet access and all other information systems resources are assets of the School Board. Tools and resources used in conjunction with instructional or information processing services are assets of the School Board. As such, these assets are not to be altered, duplicated, or released outside of the organization in an unauthorized manner. Similarly, there are risks of introducing program-destroying files (viruses) in our network environment that could severely impact the integrity of data and continued operations at all levels. This requires that no utilities, files, programs, images or any other electronic information be installed on any computer in the school system without proper authorizations. Misuse of these resources for personal reasons is a misappropriation of the funds dedicated to the resources and will be dealt with appropriately. Personal use of these resources during work hours is strictly prohibited as it has a direct, minute for minute, impact on productivity and efficient use of time.

This policy extends but is not limited to:

- Mainframe computer data and programs
- Database and Network server data and programs
- Programmer manuals, Program source code listings
- Personal computer data and programs
- Operator manuals, Reference books
- Network connections, telephone connections, modem connections
- Internet access, Internet E-mail, Mainframe E-mail and intra-office E-mail
- Output reports and printed matter from all sources

In an attempt to insure a prompt and thorough investigation of any alleged violations of this policy and to protect the rights of employees against whom such allegations have been made, the following procedure shall be utilized. Allegations made against employees shall be immediately reported to the Superintendent. The Superintendent or his designee shall promptly conduct a complete investigation into the matter and take appropriate action. The investigation shall be as provided for in the Collective Bargaining contract between the Board and employee union for those employees covered by contract. Nothing in this policy shall be construed to deny any employee of his right to due process under the law.

## Overtime Policy for Substitutes

Substitute/Timesheet hourly rate personnel are NOT to work over 7 hours per day and are NOT to work overtime unless prior approval has been given by the Superintendent. Student workers are NOT to work over what is authorized on your work permit. **It is your responsibility to let the school/schools know if you are at your hourly capacity.**

## Notification of Citations and Arrests

### Article 17 – Notification of Citations and Arrests

**Any employee cited or arrested for DWI or DUI, or for any violations of a criminal statute or ordinance, save and except for citation or arrest for a routine traffic violation, shall report the citation or arrest to his supervisor within 24 hours or prior to assuming regular duty, whichever is shorter. The fact that an employee makes such a report will not, in and of itself, be cause for discipline.**

Section 17:46	Teachers and other Certificated Employees
Section 17:29	School Food Service Technicians
Section 17:28	Custodial Employees
Section 17:32	Bus Owners/Operators and Bus Attendants
Section 17:31	Paraprofessional Employees
Section 17:24	Maintenance Employees
Section 17:34	Secretaries and Clerks

In addition to this requirement, during the 2008 session of the Louisiana Legislature, LRS 17:15E, was enacted into law.

**LRS 17:15E requires that all teachers and school employees notify the school system of ANY conviction, guilty plea, or plea of nolo contendere of ANY criminal offense within 48 hours of said conviction, guilty plea or plea of nolo contendere.**

The St. Tammany Parish Public School System is requiring that this notification be made to a Director in the Human Resources Department. Currently, this contact should be made to Steve Alfonso, 898-3258.

## ETHICS TRAINING

In accordance with LA-R.S. 42:1170A, all public servants, elected officials, and employees (whether compensated or not) will be required to participate in yearly Ethics Trainings. As such, these individuals must be aware that we are governed by the Louisiana Code of Governmental Ethics. **This process is required every calendar year.** Complying with this requirement is a part of each employee's job responsibilities and is expected to be completed by the District's deadline. Once the training is completed, download your certificate and print two copies. Keep one copy for your records and send the other copy to the St. Tammany Parish School Board Human Resources Office in one of the following ways:

Mail: 321 N. Theard Street, Covington, LA 70433 ATTN: Mehgan Hirstius

Fax: 985-898-6471

Email: [Mehgan.Hirstius@stpsb.org](mailto:Mehgan.Hirstius@stpsb.org) or [Tiffany.Moreno@stpsb.org](mailto:Tiffany.Moreno@stpsb.org)

**Verification of this completed training is required every calendar year.**

**This certificate must be received to be placed in your personnel file.**

## CONFIDENTIALITY AGREEMENT

As an employee of the St. Tammany Parish School Board, while working at, volunteering at, and/or visiting any school in the St. Tammany Parish School System, I understand that all information I see and/or hear pertaining to any student is confidential. I acknowledge that names (first and/or last) of students and any other information obtained during my time in this School System is not to be released to any other person in any format unless authorized by appropriate School System personnel, Superintendent, Assistant Superintendent, Supervisor, Director, Principal, or Assistant Principal.

## Staff Dress, Accessories, and Grooming Policy

The St. Tammany Parish School Board is committed to providing an excellent educational system that focuses on outstanding student achievement and preparation for lifetime success. The Board believes that its mission is enhanced by the professionalism of its employees. The professional status of staff members is reinforced by appropriate dress and appearance. Since students learn by example, it is important that employees serve as role models for students. Moreover, the community's attitude toward the School System and the education profession is related to the manner in which employees present themselves.

All employees shall exercise good judgment in their choice of appearance at work by dressing in a way that is appropriate to the situation and in a manner that will invoke a positive impression with students and the community. Such professional dress should promote a working and learning environment that is conducive to high student and staff performance. Inappropriate clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are in any way disruptive or potentially disruptive to the learning environment are prohibited.

Principals and other administrative supervisors are delegated the authority and bear the responsibility for ensuring compliance with this mandatory policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this mandatory policy.

### ***Items that are not acceptable in the workplace include the following:***

1. Skirts, dresses, and other articles of clothing that are inappropriately short for working with or around students.
2. Spaghetti strap dresses and tops without jackets.
3. Athletic wear such as jogging suits, except for physical education teachers.
4. Shorts of any kind (Physical education teachers may wear appropriate coaching shorts during physical education classes. Teachers may wear wide leg, walking shorts only on field trips or system wide teacher days as designated on the official School System calendar. Bus operators and bus aides may wear wide leg, walking shorts on the job. Custodial and maintenance workers may wear wide leg, walking shorts, with approval of supervisor, while performing outdoor duties.)
5. Garments (e.g., "midriffs"; halter tops; backless clothing; "tube" tops; garments made of fishnet, mesh, or similar material; tank tops; "muscle" tops, etc.) that inappropriately bare or expose private areas of the body.
6. Jeans of any nature, except for field trips or system wide teacher days as designated on the official school system calendar (Agricultural and Industrial Arts teachers, bus operators and bus aides, custodial workers, and maintenance workers may wear jeans.)
7. Inappropriately sheer or tight clothing.
8. "Flip-Flops" or other beach-style sandals.

**St. Tammany Parish School Board  
Human Resources Department**

**Release Statement**

My signature indicates that I have been provided with instructions on how to access the Substitute/Timesheet/Volunteer Policy and Procedure Handbook, containing information relative to the policies below, located on the St. Tammany Parish School System website. As a substitute, timesheet and/or volunteer of the School System, it is my responsibility to read, understand, and comply with each policy.

- Substitute/Timesheet/Volunteer Guidelines
- Tobacco Free Schools Policy
- Drug-Free Workplace Policy
- Sexual Harassment Policy and Video
- Universal Precautions and Video
- Handling Body Fluids
- General Healthcare Plans
- Guidelines for Providing Education to Students with AIDS
- Employees with AIDS/HIV
- Mandatory Reporting of Child Abuse
- Safe Schools/First Aid Procedures
- Crisis Plan General Procedures
- Classroom Door Lock Policy
- Electronic Communication with Students Policy
- Electronic Communication Reporting Form
- Electronic Resources Use and Security Policy
- Overtime Policy for Substitute/Timesheet Personnel
- Notification of Citations and Arrests
- Ethics Training
- Confidentiality Agreement
- Staff Dress, Accessories, and Grooming Policy

XXX- XX -

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date