

St. Tammany Parish School Board  
Human Resources Department



STUDENT TEACHER  
& INTERN  
**POLICY HANDBOOK**



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## Student Teacher & Intern Policy & Procedure Handbook

The purpose of this handbook is to familiarize student teachers and interns with the policies and procedures of the St. Tammany Parish Public Schools. All student teachers and interns providing services directly to students in St. Tammany Parish Public Schools should refer to the handbook online. After you have read the handbook, please submit the signed release statement to the principal of the school in which you are placed within 10 days of starting your Student Teaching or Intern assignment.

Please feel free to contact the Human Resources Department at (985) 898-3254 should you have any questions regarding this matter. We look forward to working with you for a successful student teaching/intern experience.

Sincerely,

Peter J. Jabbia, Associate Superintendent

*Learning to Last a Lifetime.®*

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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 FOR A BETTER TOMORROW

## 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: ROLES/RESPONSIBILITIES of St. Tammany Parish School Board**

### **STUDENT TEACHERS/INTERNS**

The following are excerpts from the policies or procedures of the School Board. These items apply to all student teachers/interns.

1. Observe all St. Tammany Parish School Board Policies included in the District Discipline Handbook.
2. Arrive and depart the school site in accordance with the school's policy for all teachers. Student Teachers may need to arrive early and stay late for all meetings, team planning, and/or preparation for class.
3. Student Teachers will observe the district's holiday schedule.
4. Display the highest standards of professionalism and a commitment to improve the learning environment and the teaching profession.
5. Be a loyal and cooperative member of the school's faculty.
6. Demonstrate effective oral and written communication skills.
7. Refrain from discussing sectarian views in religion or partisan or sectional views in politics.
8. Use textbooks, curriculum, and other instructional materials provided by your Supervising/Mentor Teacher that have been approved by the School Board. Write quality lesson plans in advance of teaching assignments and share copies with the Supervising/Mentor Teacher.
9. Recognize and accept that the Supervising/Mentor Teacher has the ultimate responsibility for what may or may not be done in the classroom. If the Student Teacher/Intern has concerns about the relationship with the Supervising/Mentor Teacher that cannot be resolved, these need to be discussed with the University Supervisor.
10. Demonstrate an ability to respond appropriately to learners from diverse linguistic, cultural, or racial backgrounds.
11. The use and/or possession of alcohol, drugs, and firearms are prohibited by law in St. Tammany Parish School Board facilities.
12. Follow the emergency procedures in place for St. Tammany Parish School Board.
13. Follow the safe schools and first aid procedures in place for St. Tammany Parish School Board.

### **INJURIES/ACCIDENTS**

1. Follow the Occupational Safety & Health Administration (OSHA) Universal Precautions guidelines for injuries/accidents.
2. All student injuries should all be reported to the office for immediate attention.
3. Any student complaining of illness should receive immediate attention and be sent to the office for appropriate care promptly.
4. Accidents involving any of the students in your care must be reported immediately to the Supervising/Mentor Teacher. With the assistance of your Supervising/Mentor Teacher, you should complete an accident form promptly.
5. Any accidents or personal injury should be reported directly to the Supervising/Mentor Teacher and/or Principal. The Principal will have the office complete an Employers First Report of Accident form.

### **PROFESSIONAL CONDUCT**

Student Teachers/Interns are expected to respect the guest-host relationship and participate fully as a member of the faculty by adhering to the same policies and procedures as other

faculty members. The following should be considered:

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 with whom you are working.
  - 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 Supervising/Mentor Teacher. Be discreet.
  - 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 during instructional time.

## **SECTION II: ITEMS REQUIRING SUPERVISING/MENTOR TEACHER/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 without permission from the office and/or Supervising/Mentor Teacher. 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 Supervising/Mentor Teacher. 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 Supervising/Mentor Teacher.
5. Do not keep any student after school hours without the permission of the Supervising/Mentor Teacher.
6. Do not release students early for dismissal unless given permission by the Supervising/Mentor Teacher.
7. Check with your Supervising/Mentor Teacher and appropriate office personnel before using any business machines or equipment.
8. **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.**
9. **Electronic devices such as cell phones/ipods** should be given to the Supervising/Mentor Teacher to ensure that school policies are followed.
10. Do not use the teacher's computer for any reason unless designated by the Supervising/Mentor Teacher to do so.

## **PERFORMANCE CONCERNS**

The Supervising/Mentor Teacher and/or Principal/Designee is requested to discuss performance concerns with a student teacher/intern prior to the student teacher/Intern leaving the school. However, this may not always be possible. Therefore, if a Principal submits a request to have a student teacher/intern removed from his or her particular school, they will follow the appropriate removal procedures detailed below. An investigation will occur with all performance concerns.

## **REMOVAL PROCEDURES**

The Supervising Teacher and/or Principal/Designee may work with the University to develop a plan of corrective action to remediate and refocus the student teaching experience. The steps are detailed below. The dates that these actions were taken should be documented. If performance concerns do not improve, the principal shall work with the Supervisor of Student Teachers/Interns to determine the next course of action. If removal is recommended, the Supervisor of Student Teachers/Interns will work with the Principal/Designee to notify the University.

### **Appropriate Action(s) Taken by Cooperating Teacher/Mentor:**

Informal Discussion with Student Teacher/Intern prior to Removal

Discussion with Site Supervisor

Discussion with University Field Supervisor

Discussion with School Administrator

Discussion with Supervisor of Student Teachers and Interns

Other \_\_\_\_\_

## **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 5 pages) for reference, as well as making the general healthcare plans available for substitutes. 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	Staggering or falling
Not responding	Remaining rigid
Smacking lips/chewing	Jerking all/parts of the body
Moving aimlessly	

### **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	Nasal congestion
Feeling of fullness in throat	Wheezing
Change in quality of voice	Hives
Feeling of apprehension	Itching
Sweating and weakness	Low blood pressure with weak, rapid pulse
Tingling sensation around mouth or face	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	Bupropion
Concerta	Dexedrine
Vyvanse	Strattera
Ritalin	Daytrana
Focalin	
Methylphenidate (i.e. Ritalin, Metadate, Concerta, etc.)	

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

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

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

## EMPLOYEE HEALTH AND SAFETY

The St. Tammany Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. The transfer of certain diseases by contact with body fluids may pose a health risk to students, teachers and employees. Therefore, decisions regarding the type of educational and care setting for an infected person should be based on the behavior, neurologic development, and physical interaction with others in that setting. The risk in the school setting should also be considered since children may have a greater risk of encountering infectious agents in a school setting than at home.

It is the responsibility of each and every employee to conduct themselves in a safe and orderly manner. All employees should follow safe operating practices.

Unanticipated events that may quickly escalate into tragic or catastrophic school-wide situations should be dealt with in accordance with the School Board's *Crisis Management* plan in order to protect the welfare, safety and care of students and staff.

### HANDLING BODY FLUIDS IN SCHOOL

All personnel shall be required to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use the precautions outlined in policy *GAMFB, Guidelines for Handling Body Fluids in Schools*, may be subject to disciplinary action.

St. Tammany Parish School Board  
Adopted 11 January 2018

## **GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOL**

The St. Tammany Parish School Board shall require all personnel to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use proper precautions for handling body fluids may be subject to disciplinary action.

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Guidelines for handling of body fluids shall include, but not be limited to the following:

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 thirty (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 twenty (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.

St. Tammany Parish School Board  
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## DRUG-FREE WORKPLACE

The St. Tammany Parish School Board, in compliance with the *Drug-Free Workplace Act of 1988*, recognizes its obligation in providing and maintaining a drug-free workplace to remain eligible to receive federal grants and in support of local, state and national efforts to achieve drug-free schools and communities. The St. Tammany Parish School Board shall:

1. Advise all employees through the distribution of this policy that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or intoxicants are prohibited before, during, or after school hours in any workplace of the St. Tammany Parish School Board. For any School Board employee, the consequences of violation of this prohibition shall be any or all of the following based on the specific offense: testing for presence of drugs/alcohol in body by a recognized hospital or chemical dependency unit, counseling, reprimanding, termination, or suspension with or without pay while the case is pending in court. Confirmed or substantial evidence of the use, sale, or possession of controlled substances by any employee while on or off duty or on or off school premises shall result in any or all of the following:
  - A. Requiring the employee to submit to a drug test from a recognized hospital or chemical dependency unit and presenting to the Superintendent or his/her designee certification from the agency performing the test that - employee is drug free.
  - B. Immediate suspension with or without pay and recommendation for job termination.
2. Notify all employees that, as a condition of employment, all employees shall abide by the preceding statement and notify the Superintendent or his/her designee of any drug-related conviction no later than five (5) days after such conviction. The Superintendent or his/her designee shall notify the contracting federal agency, if applicable, within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
3. The St. Tammany Parish School Board shall take one or more of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted:
  - A. Having the Superintendent take appropriate disciplinary action against such employee, up to and including termination; or
  - B. Requiring such employee to participate satisfactorily in a drug assistance or rehabilitation program approved for such purposes by a federal, state or

local health, law enforcement, or other appropriate agency.

4. A *Drug Awareness Program* developed by the St. Tammany Parish School Board shall inform all employees about:
  - A. The dangers of drug abuse in the workplace.
  - B. The St. Tammany Parish School Board's policy of maintaining a drug-free workplace.
  - C. Any available drug counseling, rehabilitation, and/or employee assistance programs.
  - D. The penalties that may be imposed upon employees for drug violations occurring in the workplace.
5. All employees of the School Board who have been recommended for employment shall submit to a drug/alcohol screening by the designated testing agent of the School Board as a condition of employment. No person who fails the drug/alcohol screening shall be considered for employment with the School Board.
6. In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches shall be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other personal effects of employees.

## EMPLOYMENT CONDITIONS

### Condition of Continuation of Employment

Compliance with the St. Tammany Parish School Board's current or amended *Drug-Free Workplace* and *Employee Alcohol and Drug Testing* policies shall be a condition of continuation of employment. Failure or refusal of an employee to cooperate fully, sign any required document related to drug-free workplace provisions or alcohol and drug testing related policies, submit to any inspection or test, or follow any prescribed course of substance abuse treatment shall be grounds for discipline, up to and including termination. Violation of any part of these policies shall be grounds for termination.

### Consequences of Refusal by Employee

Any employee refusing to consent to testing or to submit a saliva, urine or blood sample for testing when requested by management shall be subject to disciplinary action, up to

and including termination of employment. Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.

#### Prescription Drugs

No prescription drug shall be brought on any property owned or operated by the St. Tammany Parish School Board by any person other than the one for whom it is prescribed; and such drugs shall be used only in the manner, combination, and quantity prescribed. The use or possession of prescription drugs contrary to this provision shall result in the drug being deemed an illegal drug.

#### Unauthorized Possession or Consumption of Alcoholic Beverages

No employee shall possess or consume alcoholic beverages on School Board property or at School Board-sponsored events, except as otherwise provided in this Policy Manual.

#### DEFINITIONS

*Alcoholic Beverage* is any fluid or solid capable of being converted into fluid, suitable for human consumption, and having an alcoholic content of more than 6% by volume, including alcohol, but excluding antiseptics, toilet preparations, and scientific/chemical products unfit for human consumption.

*Controlled substance* is any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 821), and as further defined by regulations 21 CFR 1308.11 through 1308.15.

*Conviction* is a finding of guilt (including a plea of nolo contendere or imposition of sentence or both) by any judicial body charged with the responsibility to determine the violations of the Federal or State criminal drug statutes.

*Workplace* is any St. Tammany Parish School Board property or other site where work is performed by employees of the School Board, whether owned, leased, or used by the school system, at any school-sponsored or supervised activity, in any vehicle, whether or not owned or rented by the St. Tammany Parish School Board, machinery or equipment used in the course of employment, including any vehicle or any other employee workplace.

St. Tammany Parish School Board  
Adopted 11 January 2018

## **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.

## EMPLOYEE COMMUNICABLE DISEASES

The St. Tammany Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases.

A *communicable disease* shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

When reliable evidence or information from a public health officer or physician confirms an employee of the School Board has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population or work environment, the Superintendent may exclude such person from school or employment for not more than five (5) days, or the amount of time required by state or local public health officials. Such staff member shall be excluded unless the public health officer approves return to employment or the condition is no longer contagious.

When reliable evidence or information from a public health officer or physician confirms a staff member has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the affected person shall remain in school or the employment workplace shall be addressed on a case-by-case basis by a *Review Panel* to ensure due process.

Infected employees shall 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. Failure to do so may be grounds for termination of employment.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or body fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and body fluids and these procedures shall be strictly adhered to by all school personnel (see policy *GAMFB, Guidelines for Handling Body Fluids in Schools*).

### REVIEW PANEL

Communicable diseases that are known not to be spread by casual contact shall be addressed on a case-by-case basis by a *Review Panel*. Membership of the *Review Panel*, procedures for convening the *Review Panel*, and the process used to review the case shall be as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education.

The Superintendent shall provide a written decision to the affected party within three (3) operational days (i.e. a day when the School Board Central Office is open for business)



after the *Review Panel* convenes. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning attendance at work by the employee.

### APPEALS

Appeals may be made by the affected employee in writing to the Superintendent and subsequently to the School Board as outlined in *Health and Safety*, Bulletin 135, Louisiana Department of Education. If the written decision of the Superintendent is contrary to the majority opinion of the *Review Panel*, a majority of the *Review Panel* has the right to appeal the decision in the same manner as outlined in Bulletin 135.

### CONFIDENTIALITY

All persons involved in procedures to assess attendance at work of an employee with a communicable disease that is not spread by casual contact shall be required to treat all medical information about the employee, proceedings, deliberations, and documents as *confidential information*. Records of the proceedings and the decisions shall be kept by the Superintendent in a sealed envelope with access limited to only those persons receiving the consent of the infected person, in accordance with state or federal law.

Before any medical information is shared with anyone in the school or work setting, a "Need to Know" review shall be made which includes the employee or his/her representative, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

St. Tammany Parish School Board  
Adopted 11 January 2018

## TOBACCO FREE SCHOOLS POLICY

Because tobacco is the leading cause of preventable death, disease, and disability, the St. Tammany Parish School Board shall provide a tobacco-free environment.

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices by students, employees or visitors, shall be prohibited on and in all St. Tammany Parish School Board property and vehicles, in school buses, in private vehicles used to transport students for school events, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

*School Board property* shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

During the loading, unloading or transport of students, no cigarettes, cigars, matches, smoking paraphernalia or other tobacco products, whether chewing tobacco, snuff or otherwise, shall be displayed or placed in any position in the vehicle so that those products may be observed by any student during the transportation of students in the vehicle.

### COMMUNICATION OF POLICY

Employees shall be informed of this policy through written notice, policy manuals, and orientation training.

### COMPLIANCE AND ENFORCEMENT

Violations of this policy may subject an employee to appropriate disciplinary action as included in the *Agreement Between the St. Tammany Federation of Teachers and School Employees and the St. Tammany Parish School Board* and the employee may be referred to a tobacco-cessation counseling service.

St. Tammany Parish School Board  
Adopted 11 January 2018

## SEXUAL HARASSMENT

It is the policy of the St. Tammany Parish School Board to provide an employment environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment under federal and state laws, regulations, and guidelines. The St. Tammany Parish School Board shall not tolerate sexual or gender harassment by any student, employee, non-employee volunteer, or School Board member toward any individual.

All managerial and supervisory personnel shall be responsible for enforcing the St. Tammany Parish School Board's sexual harassment policy. Failure to enforce this policy in a prompt and strict manner may subject such personnel to disciplinary action.

### DEFINITION

*Sexual harassment* shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) individual employment is contingent upon submission to sexual conduct, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

### REPORTING PROCEDURE

Any person who believes he or she has been the victim of sexual harassment by an employee or non-employee volunteer of the St. Tammany Parish School Board, or any person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the employee's immediate supervisor who, in turn, shall submit it to the Title VII and IX Coordinator or other designated school officials listed on the School Board's website. If the alleged acts were committed by the employee's immediate supervisor, the complaint should be directed to the Title VII and IX Coordinator. If criminal activity is involved, the victim should also report the incident to the police. The person to whom the complaint is given shall promptly prepare a written report and forward it to the Title VII and IX Coordinator and the Superintendent.

### INVESTIGATION AND RECOMMENDATION

The School Board shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment, and take corrective or disciplinary action when the conduct has occurred.

Upon receipt of a report or complaint alleging sexual harassment by an employee or non-employee volunteer, such a complaint shall be immediately investigated by persons designated by the Superintendent to investigate complaints of sexual harassment and

shall do so expeditiously, thoroughly, and professionally. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, as well as a review of related charges, if any, personnel files, work records and other pertinent information.

A report shall be made to the Title VII and IX Coordinator and the Superintendent upon completion of the investigation involving an employee or non-employee volunteer. The report may include a finding that the complaint was unfounded, informally resolved, or recommendations to the Superintendent for disciplinary action. No record of an unfounded or unsubstantiated complaint shall be filed in an employee's personnel file.

#### RESULTS OF INVESTIGATIONS/DISCIPLINE

Upon receipt of a recommendation that is valid, the Superintendent shall take such action as appropriate based on the results of the investigation, up to and including termination.

Any action taken pursuant to this policy shall be consistent with requirements of applicable statutes, School Board policies and any agreements with professional personnel organizations. The Superintendent shall take such disciplinary action for employees and non-employee volunteers it deems necessary and appropriate, including warning, transfer, suspension or immediate termination, to end sexual harassment and prevent its recurrence.

#### RETALIATION PROHIBITED

The Superintendent shall discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. *Retaliation* shall include, but not be limited to, any form of intimidation, reprisal or harassment at the time of a report or any time after a report.

#### NON-HARASSMENT

The School Board recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. Deliberate false accusations of sexual harassment can have a serious detrimental effect on innocent parties and subject the accuser to disciplinary actions.

### SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY

Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel become *mandatory reporters* and shall comply with *Article 609(A)* of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to the police.

### NOTIFICATION/TRAINING

Notice of this policy shall be circulated to all schools and departments of the St. Tammany Parish School Board and referenced in teacher 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.

St. Tammany Parish School Board  
Adopted 11 January 2018

# 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**

Steve Alfonso

Dorable Dangerfield

Kevin Darouse

Kimberly Gardner

Roslyn Hanson

Mary Hart

Jeanne McCurley

Larry Route

Raphael Tillman

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

**EMPLOYEE ASSISTANCE HOTLINE**

**1-866-440-6556 (TTY: 711)**

# **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.



## **EMPLOYEE CONDUCT**

The St. Tammany Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other persons affiliated with the St. Tammany Parish School Board shall have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the St. Tammany Parish School Board, and the administrative regulations and procedures designed to implement School Board policies. Employees shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees shall be expected to observe at least the following standards of conduct:

- Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- Recognize and respect the rights and property of students, other employees, and the public.
- Maintain confidentiality of all matters relating to students and other employees.
- Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- Observe and adhere to all terms of an employee's contract or job description.
- Strive to keep current and knowledgeable about the employee's area of responsibility.
- Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit or advantage.
- Refrain from conducting or participating in any unauthorized studies, surveys, or investigations while on duty.

- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other School Board policies, administrative regulations and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal School Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or School Board policies, administrative regulations or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

#### VIOLENCE IN THE WORKPLACE

Violence, threats, harassment, intimidation, and other disruptive behavior throughout the school system shall not be tolerated. Employees of the St. Tammany Parish School Board shall not resort to violence or threats to settle any issue, dispute or concern.

All reports of incidents shall be taken seriously by supervisors, principals and/or building administrators and dealt with appropriately. Improper behavior may include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and shall be subject to reprimands, disciplinary action up to and including termination, and/or criminal penalties.

Employees shall not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. An employee who experiences such behavior, by another employee, student or any other person, shall report it immediately to his/her supervisor, principal, or building administrator.

Threats or assaults that do occur on school premises shall require prompt attention, and immediately be referred to school security or police. The Superintendent or his/her designee shall also be notified as soon as possible.

#### RELATIONSHIPS WITH STUDENTS

The School Board shall prohibit 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 Board employees shall not entertain students, socialize with students, or spend an excess 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.

### Prohibited Sexual Conduct

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide, to engage in sexual conduct, as defined in La. Rev. Stat. Ann. §14:81.4 with a student who is seventeen (17) years of age or older, but less than twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to immediately report such conduct to a local or state law enforcement agency.

### JOB INTERFERENCE

Employees shall be prohibited from knowingly aiding or engaging in any activity for the purpose of causing disruption or interference with the performance of his or her job duties or duties of other employees, or conduct that is otherwise detrimental to the efficient and orderly operation of the school system for which the employee is employed.

### NOTIFICATION BY EMPLOYEES

#### Convictions

A teacher or any other School Board employee shall report to his/her immediate supervisor and to the Superintendent or his/her designee any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses within twenty-four (24) hours of conviction or plea or prior to returning to work, whichever is sooner .

Any incarcerated employee may authorize another person to act on that employee's behalf in notifying or providing documents to that employee's immediate supervisor and the Department of Human Resources.

#### Initiation of Criminal Prosecution

When a criminal prosecution is initiated in court against any employee by way of arrest, indictment, bill of information, or affidavit for committing any offense, other than a minor traffic violation, that employee shall provide his/her immediate supervisor and the Superintendent or his/her designee each with a copy or information concerning the arrest,

employee and a student that may be reasonably perceived as unprofessional, such as excessive personal attention outside of school or dating. School Board employees shall not entertain students, socialize with students, or spend an excess 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.

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When a criminal prosecution is initiated in court against any employee by way of arrest, indictment, bill of information, or affidavit for committing any offense, other than a minor traffic violation, that employee shall provide his/her immediate supervisor and the Superintendent or his/her designee each with a copy or information concerning the arrest,

indictment, bill of information, or affidavit within 24 hours of his/her arrest or service of summons. In lieu of such indictment, bill of information, or affidavit, the employee so charged may otherwise properly notify his or her supervisor and the Superintendent or his/her designee of the particulars of the criminal prosecution.

Within five (5) calendar days of the scheduling of any court hearing or trial related to criminal prosecution, the affected employee shall give notice to the Department of Human Resources of the date and time of the pending hearing or trial.

#### Arrests for Certain Sexual Offenses

Any public school employee shall be required to report his/her arrest for a violation of La. Rev. Stat. Ann. §§14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file with the *Louisiana Department of Children and Family Services*.

The report shall be submitted to the Department of Human Resources within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next returning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be suspended with or without pay if such employee is serving a probationary term of employment or if the provisions of law relative to probation and tenure are not applicable to the employee.

Any employee employed with the School Board who is a tenured employee of the School Board shall be subject to removal under applicable state laws for failure to comply with these provisions. Written and signed charges alleging such failure shall be brought against the employee.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported as provided above, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

*School employee*, as used in this policy, shall mean any employee of the School Board, including teachers, substitute teachers, janitors, or custodians, and shall include all temporary, part-time, and permanent school employees.

St. Tammany Parish School Board  
Adopted 11 January 2018

## **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.) If no students are on campus on the Professional Development Day/Record Keeping Day at the end of the First (1<sup>st</sup>) and Third (3<sup>rd</sup>) Grading Periods, teachers may wear jeans as long as they are not going off campus for a workshop.

7. Inappropriately sheer or tight clothing.

8. "Flip-Flops" or other beach-style sandals.

9. Leggings may be worn under tunic tops or skirts that are fingertip length or no more than five (5) inches above the knee.

St. Tammany Parish School Board  
Adopted 11 January 2018

## 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** and will be facilitated by the District and its site administrators. Complying with this requirement is a part of each employee's job responsibilities and is expected to be completed by the District's deadline. Your certificate of completion should be submitted to your Site Supervisor/Principal each calendar year.



## **ELECTRONIC RESOURCE USE AND SECURITY**

All electronic data, computer programs, network connections and resources, Internet access and all other information systems resources are assets of the St. Tammany Parish 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 School Board in an unauthorized manner. Similarly, there are risks of introducing program-destroying files (viruses) in the School Board's 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 school or School Board computer or attached to the School Board network without proper authorizations. Misuse of these resources for personal reasons is a misappropriation of the funds dedicated to the resources and shall be dealt with appropriately. Personal use of these resources during work hours shall be 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:

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

In an attempt to ensure a prompt and thorough investigation of any alleged violations of this policy and to protect the rights of employees against who such allegations have been made, the following procedure shall be utilized.

1. Allegations made against employees shall be immediately reported to the Superintendent or his or her designee.
2. The Superintendent or his/her designee shall promptly conduct a complete investigation into the matter and take appropriate action.
3. The investigation shall be as provided for in the Collective Bargaining contract between the School Board and employee union for those employees covered by contract.

Nothing in this policy shall be construed to deny any employee of his/her right to due process under the law.

St. Tammany Parish School Board  
Adopted August 10, 2017

## USE OF TELECOMMUNICATION AND OTHER ELECTRONIC DEVICES

### TELECOMMUNICATION DEVICES

Employees shall be prohibited from using electronic telecommunication devices such as personal cellular telephones, pagers, beepers or other such devices during the workday except during non-duty times, unless otherwise authorized or upon prior approval of their immediate supervisor.

Notwithstanding the above provisions, this policy shall not affect the conduct of law enforcement activities including the use of electronic detection devices, dogs or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with School Board policy.

### Guidelines

All St. Tammany Parish School Board employees, including teachers, support staff, substitutes, those contracted for services, and visitors, may possess electronic telecommunication devices in any elementary, middle, or high school building, or on the grounds thereof or in any school bus used to transport public school students or during the course of driving a School Board-owned vehicle. However, use of these devices shall be governed by the following provisions:

1. Devices shall not be used during instructional time, while on duty, during professional development/in-services, or in the presence of students unless authorized by the Superintendent, principal, or his/her designee, except in an emergency. An *emergency* is defined as an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.
2. Camera phones with video and/or still photography capabilities, voice- recording capabilities, or future technological improvements and/or equivalent equipment shall not be used unless authorized by the Superintendent, principal, or his/her designee.
3. During the weeks of state testing (including end-of-course tests), phones and other electronic telecommunication devices (with or without cameras) shall be prohibited in the same room with secure testing materials.
4. District level personnel visiting any school site or attending any school/district related meeting shall turn off their cell phones, or put them on other electronic telecommunication devices on vibrate or silent, as authorized by their immediate supervisor.
5. Employees shall not make or receive cellular phone calls during any professional meetings which they are required to attend, i.e., faculty meetings, department

meetings, in-service sessions, etc.

6. Employees may not make or receive cellular phone calls during any time that they are driving School Board-owned vehicles. The School Board recognizes that there may be employees in transit who are required to maintain contact with their departments/schools while driving a vehicle. Any employee who is contacted by their department/school while driving a vehicle should come to a complete stop at a safe place as soon as possible and respond to the call in a timely manner.

#### Exceptions

School administrators and supervisors may be permitted to carry cell phones in sight due to administrative and safety responsibilities. It is suggested that the phone be in the vibrate mode and used out of the sight of students whenever possible. No personal use of the cell phone shall be allowed except as provided above for the teachers and staff.

#### EMPLOYER PROVIDED CELLULAR PHONES

The St. Tammany Parish School Board may provide cell phones to selected employees to ensure the safety of the educational community and school clientele, as well as to enhance all facets of school operations and procedures to improve the efficiency of the school district. The Superintendent shall designate those employees who may be issued cell phones, based on the employees' duties and responsibilities.

Cell phones shall not be a personal benefit, nor a primary mode of personal communication. Cell phones must be used for school-related business **only**.

School Board personnel may monitor use of the School Board-owned cell phones on a monthly basis for propriety and reasonableness of phone use.

#### ELECTRONIC RECORDING DEVICES

No employee of the St. Tammany Parish School Board shall utilize an electronic recording device to surreptitiously record a telephone or face-to-face conversation with any other person while the employee is on duty or where the communication concerns school matters. To ensure compliance with this policy, and to protect the privacy rights of the individual who is subject to the use of a recording device, a school employee shall, prior to the initiation or use of any recording device to monitor a conversation with a third party, advise the third party that the conversation is being recorded and shall request the permission of the third party to record the conversation, which advice and consent for the recordation shall be documented at the beginning of the recordation of any such conversation. If permission to record is denied by the third party, no employee shall surreptitiously record a conversation with any third party.

This policy shall have no application to the following:

1. A recording made at the direct request and in conjunction with a member of a law enforcement agency pursuant to the investigation of criminal conduct by that agency;
2. A recording made to preserve a criminal threat of personal injury or property damage by a third party, i.e. a bomb threat or threat to physically harm a teacher, student or other person;
3. Due process hearings for employees or students where recordation of the proceedings is required by state law or School Board policy, such as student suspension or expulsion hearings at the Superintendent level.

St. Tammany Parish School Board  
Adopted 11 January 2018

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS**

The St. Tammany Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee of the St. Tammany Parish School Board to any student enrolled in a school under the jurisdiction of the St. Tammany Parish School Board, shall use a means provided by or otherwise made available by the School Board for this purpose. All such communication shall be relative to the educational services provided to the student. The School Board shall prohibit the use of any means to electronically communicate with a student that is not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board. The Superintendent shall be responsible for developing, maintaining and implementing administrative regulations and procedures addressing employee electronic communications with students.

The School Board recognizes the limitations of its communication system and the convenience associated with employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The School Board shall permit its employees to use their own personal electronic communication devices for communications between the employee and the employee's students, provided the communications are for an educational purpose and the communication is timely reported to the building administrator.

Any electronic communication made by an employee of the St. Tammany Parish School Board to a student enrolled at any school under the jurisdiction of the St. Tammany Parish School Board or that is received by an employee from a student enrolled at any St. Tammany Parish public school using a means other than one provided by or made available by the School Board shall be reported by the employee, in a manner deemed appropriate by the School Board, to the building administrator within one (1) week of the communication. The approved means of electronic communication with students shall be: School Board authorized email, School Board sponsored teacher websites, school websites, School Board provided phones and other electronic communication that is approved by the Superintendent or his/her designee. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and

received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

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 of the trip, function, or event, for the safety of the 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 or site administrator, in advance of the trip, function, or event, to communicate with student 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.

### DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. *Computers* – pertains to any and all computers.
4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.
5. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.
6. *Educational Services* – direct and indirect classroom instruction, as well as extracurricular activities provided and/or authorized by the Superintendent or his/her designee.

## NOTIFICATION

The School Board shall ensure that, at the beginning of each school year, each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related administrative procedures, guidelines, or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

## INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the St. Tammany Parish School Board to make all employees and students aware of the expectations and procedures of the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the School Board, employees shall report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all School Board policies, administrative regulations, procedures, and guidelines established regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

## Violations

1. Any violation of this policy shall be immediately investigated by the employee's supervisor, in accordance with School Board policy. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
2. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.



3. All information of the investigation shall be provided to the Superintendent and the human resources manager by the supervisor.

The School Board shall prohibit retaliation by any of its employees against anyone who files a report of an alleged violation. This prohibition shall extend to the alleged violator of this policy and/or third parties, who directly or indirectly retaliate an individual reporting a violation.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment

#### MANDATORY REPORTING

Nothing in this policy shall prohibit or deter the mandatory reporting requirements in cases of suspected abuse/neglect as provided for in policy *JGCE*, *Child Abuse*, state, and/or federal law.

#### PARENTAL OPTION

Parents shall be notified of the right to request that their child not be contacted through electronic communication by any School Board employee unless the purpose of such communication is directly related to the child's education services and is sent to and received by more than one student. A form authorized by the Superintendent shall be provided to parents for this purpose. Contacting a student when the parents have opted out of individual communication with employees shall be considered a violation of this policy.

St. Tammany Parish School Board  
Adopted 11 January 2018



**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.)

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

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**MESSAGE:**

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

# 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. **Additional Procedures Specific To Your School.....**

## 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. **Additional Procedures Specific To Your School.....**

## 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. **Additional Procedures Specific To Your School.....**

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

## **Classroom Door Lock Policy**

In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Classroom doors shall remain locked during instructional time, but shall not obstruct egress.

## 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 Employee Policy and Procedure Handbook, containing information relative to the policies below, located on the St. Tammany Parish School System website. As an employee of the School System, it is my responsibility to read, understand, and comply with each policy.

- ☐ Vision, Living Statements, and Shared Beliefs
- ☐ Student Teacher/Intern Guidelines
- ☐ General Healthcare Plans
- ☐ Employee Health and Safety Policy
- ☐ Guidelines for Handling Body Fluids in School Policy
- ☐ Drug-Free Workplace Policy
- ☐ Guidelines for Providing Education to Students with AIDS Infection
- ☐ Employee Communicable Diseases Policy
- ☐ Tobacco Free Schools Policy
- ☐ Sexual Harassment Policy
- ☐ Mandatory Reporting of Child Abuse
- ☐ Employee Conduct Policy
- ☐ Staff Dress, Accessories, and Grooming Policy
- ☐ Ethics Training
- ☐ Electronic Resources Use and Security Policy
- ☐ Use of Telecommunication and Other Electronic Devices Policy
- ☐ Electronic Communications Between Employees and Students Policy
- ☐ Electronic Communication Reporting Form
- ☐ Crisis Plan General Procedures
- ☐ Classroom Door Lock Policy
- ☐ Release Statement

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
XXX-XX-  
Social Security #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

08/2019 (cr)



321 North Theard Street  
Covington, LA 70433  
985.892.2276 [www.stpsb.org](http://www.stpsb.org)