

ST. JAMES PARISH SCHOOLS

Inspiring Hope and Purpose



Employee Handbook

Policy Overview ■ Procedures ■ Employee Resources



Chris M. Kimball
Superintendent

Dear Team Members,

Welcome to St. James Parish Schools. Whether you're beginning your journey with us or returning for another year, we're grateful to have you on our team.

Each of us, regardless of our role, plays an important part in the success of our students and the strength of our school system. Our shared commitment to excellence and continuous improvement is what drives progress in every classroom and department.

This handbook is designed to be a helpful guide. It outlines key policies, expectations, and resources that support a positive and productive work environment for all employees.

Thank you for your dedication to our students, families, and community. I'm looking forward to a successful year together as we continue to grow, support one another, and make a lasting impact.

With appreciation,

Chris M. Kimball
Superintendent, St. James Parish Schools



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Professionalism:

Employees and all others 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.
- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.
- Show professionalism in attitude and conduct.
- Accept and use constructive feedback.
- Identify problems and issues and work collaboratively to contribute ideas and find solutions.
- Maintain communication with the immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Use verbal and non-verbal communication in a manner respectful of others.
- Write and speak clearly and concisely so that the message is understood.
- Develop and maintain a safe and caring environment for all of our students.
- Demonstrate positive support through actions and words as ambassadors of the schools and district.
- Dress for success according to job responsibilities.
- Treat all stakeholders in a respectful and helpful manner.
- Cooperate with administration in the performance of additional duties.
- Complete tasks, reports, and documents accurately according to specified timelines and expectations.
- Maintain self-control
- Adhere to Board policies and procedures and administrative rules, guidelines, and regulations.
- Adhere to district guidelines relative to attendance. Regularly report to work on time and work additional hours when deemed necessary.
- Adhere to ethical, legal and professional standards.
- Apply laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.
- Follow directives as assigned by the supervisor.
- Refrain from revealing confidential information.
- Use proper administrative procedures for making requests and resolving conflicts.

Dress Code

Purpose: The dress code aims to ensure that all employees present themselves in a professional and respectful manner that reflects the values of St. James Parish Public Schools. Our goal is to promote a positive and productive learning environment while ensuring safety, comfort, and professionalism in the workplace.

Scope: This code applies to all employees, including teachers, staff, administrators, and support personnel of St. James Parish Public Schools.

General Guidelines:

1. Professional Appearance:
 - All employees are expected to maintain a neat, clean, and professional appearance at all times.
 - Clothing should be appropriate for the work environment, respectful of the diverse community we serve, and supportive of our educational mission.
2. Clothing:
 - Acceptable Attire:
 - Business casual attire is appropriate for most roles.
 - Examples include collared shirts, blouses, dress pants, skirts, dresses, and professional shoes.
 - For those working in physical education, art, or other specialized areas, practical and role-appropriate clothing is permitted.
 - Unacceptable Attire:
 - Clothing with offensive or inappropriate images or language.
 - Clothing that is excessively torn, faded, or otherwise in disrepair.
 - Sweatpants, shorts (unless otherwise permitted for certain roles), or flip-flops, unless working in a specific area (e.g., physical education, custodial staff, etc.).
 - Tank tops, crop tops, or clothing with excessive exposure of the midriff or undergarments.
 - Attire that is excessively casual, such as pajamas, or clothing that could pose a safety risk.
3. Footwear:
 - Employees must wear shoes that are safe, comfortable, and appropriate for their work environment.
 - Closed-toe shoes are required in areas where safety is a concern (e.g., science labs, kitchens, custodial staff, etc.).
 - Sandals or open-toed shoes may be acceptable in office or administrative settings but must be safe and professional.
4. Personal Grooming and Hygiene:
 - Employees should maintain personal grooming and hygiene standards conducive to a professional work environment.

- Hair should be clean and neat. For safety reasons, long hair should be secured in certain environments (e.g., laboratories, kitchens).
 - Strong fragrances (perfume, cologne, etc.) should be avoided, as they may cause discomfort to colleagues or students with sensitivities.
5. Accessories and Jewelry:
- Accessories such as jewelry, belts, and scarves should be professional in appearance and not pose a safety hazard.
 - Excessive jewelry or accessories that could be distracting should be avoided.
6. Religious and Cultural Attire:
- St. James Parish Public Schools respects the rights of employees to observe religious or cultural dress practices.
 - Employees may wear religious or cultural garments (such as headscarves, turbans, or kippahs) as long as they comply with safety standards and do not disrupt the educational environment.
7. Special Considerations:
- Employees who have specific dress code requirements due to religious beliefs, disabilities, or medical conditions may request accommodations. Requests should be made through Human Resources, and reasonable accommodations will be considered.
8. Casual Days:
- On designated casual days, employees may wear jeans or other more casual attire, as long as it remains appropriate and professional.
 - Casual attire should still comply with the general guidelines of cleanliness, appropriateness, and safety.
9. Enforcement and Compliance:
- Supervisors are responsible for ensuring that employees adhere to the dress code policy.
 - Employees who fail to comply with the policy may be asked to modify their attire. Repeated violations may result in disciplinary action.

Conclusion: The goal of this dress code policy is to foster an atmosphere of professionalism, respect, and safety within St. James Parish Public Schools. Employees are expected to use good judgment in choosing their attire, keeping in mind that their appearance should support the educational mission and provide a positive example for students.

For questions or concerns regarding the dress code policy, please contact Human Resources.

Telephone and Email Etiquette

Telephone Etiquette:

- Professional Greeting: "Good morning, this is [Your Name], how can I help you?"
- Stay Courteous: Be polite, listen carefully, and avoid interrupting.
- Clear Communication: Speak clearly and summarize key points before ending the call.
- Confidentiality: Handle sensitive info carefully..

Email Etiquette:

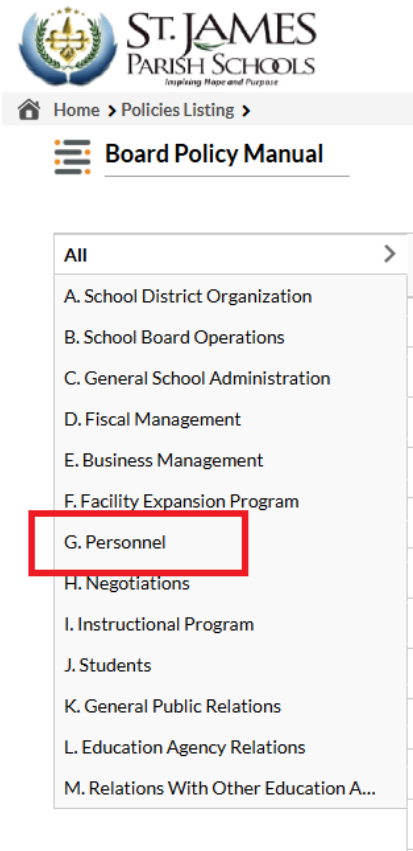
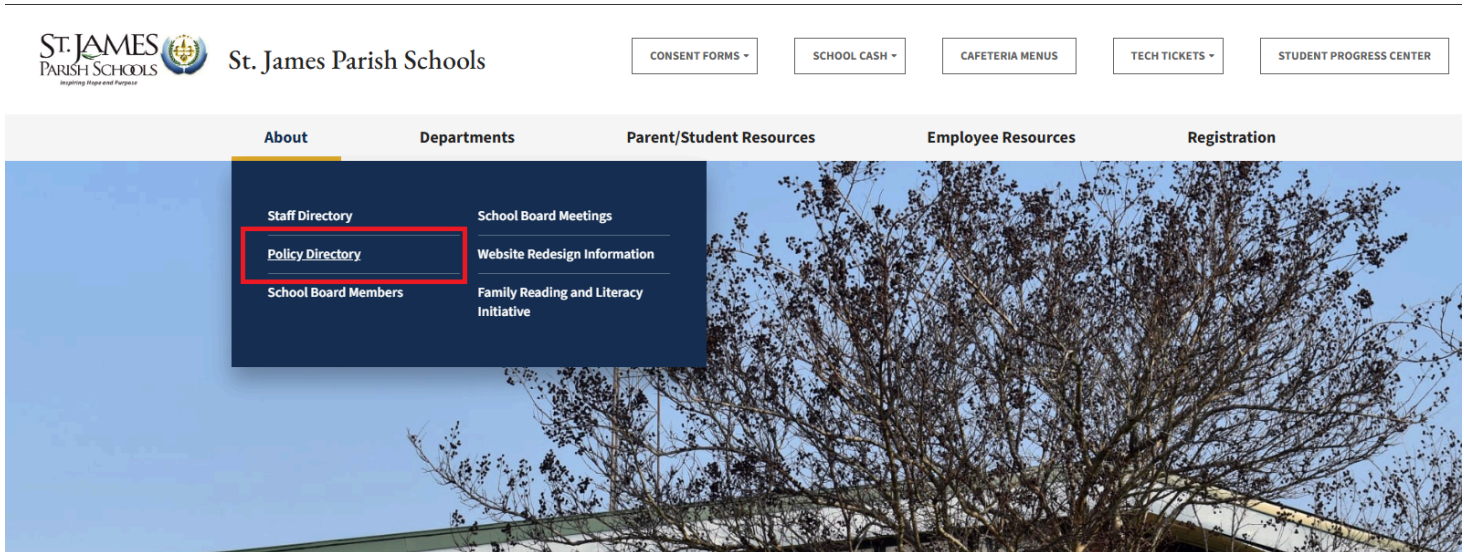
- Use Professional Language: Keep tone formal and polite.
- Clear Subject Line: Make it brief and relevant.
- Concise & Organized: Stay to the point with bullet points if needed.
- Proofread: Check spelling and grammar before sending.
- Confidentiality: Handle sensitive info carefully.
- Closing: End with "Best regards" or similar, followed by your name.

General Tips:

- Be respectful, patient, and professional in all communication.
- Review Policy GAMIA: Electronic Communications Between Employees and Students on page.

PERSONNEL POLICY

Employees are responsible for following the policies and procedures set by the St. James Parish School Board. To access the personnel policy online go to www.sjpsb.org. Navigate to “About” then click on “Policy Directory”



Choose “Personnel” from the menu on the left.

GAAA: Equal Opportunity Employment

The St. James Parish School Board is committed to a policy of nondiscrimination in relation to age, race, disability, religion, national origin, sex or similar personal distinction. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the School Board and in the administration of those policies by the administrative staff.

RACIAL/SEXUAL HARASSMENT

The School Board seeks to provide an environment free from unwelcome racial and/or sexual comments or innuendos and other verbal or physical conduct or communication constituting racial and/or sexual discrimination. The purpose of this policy is to establish clearly and unequivocally that the St. James Parish School Board prohibits racial and/or sexual discrimination by and of its employees.

Racial and/or sexual discrimination is misconduct which interferes with work productivity and deprives employees of the opportunity to work in an environment free from unsolicited and unwelcome racial and/or sexual overtones.

Unwelcome racial and/or sexual slurs or innuendo constitutes racial and/or sexual harassment when 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. An aggrieved person should directly inform the person engaging in racially or sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to his or her immediate supervisor. If the immediate supervisor is the offending person, the aggrieved person should report to the next higher level of management.

Regardless of the means selected to resolve the problem, the initiation of a complaint of racial/sexual harassment will not adversely reflect on the complainant nor will it affect his or her employment, compensation, or work assignments.

GAMD: Drug Free Workplace

The St. James Parish School Board is dedicated to providing and maintaining a drug-free workplace for its employees and students. Toward that end, the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance shall be prohibited in all workplaces within the School Board's jurisdiction. Violation of such prohibition in the workplace shall result in disciplinary action as may be specified.

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 and the Superintendent's designee shall immediately conduct a complete investigation into the matter. At the on-set of this investigation, the employee shall be suspended, with pay, by the Superintendent. If the investigation determines that the employee is guilty of the charge, or if circumstances are such that the employee is determined to be "reasonably" guilty, the Superintendent shall recommend termination or other appropriate disciplinary action against the employee and shall suspend him/her, with pay, pending School Board action on such recommendation at a special School Board meeting, scheduled on or before ten (10) workdays following the conclusion of the investigation. The Superintendent shall notify the proper authorities of the alleged violation. Nothing in this policy shall be construed as an attempt to deny any employee of the right to due process under the law.

The St. James Parish School Board further commits itself to the establishment of a drug-free awareness program so that employees shall be informed about:

1. the dangers of drug abuse in the workplace;
2. the grantee's policy of maintaining a drug-free workplace;
3. the employee assistance program; and
4. the penalties which are provided under this policy and under the provisions of the Louisiana Child Protection Act.

All employees, including any employee who is engaged in the performance of his/her duties under a federal grant, shall be given a copy of the School Board's Drug-Free Workplace policy and as a condition of employment, shall sign and date the parish-adopted documentation form to denote policy receipt, shall agree to abide by the terms of said policy, and shall further agree to notify the Office of Administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) workdays after such conviction.

If an employee is engaged in the performance of his/her duties under a federal grant and is convicted of any criminal drug statute for a violation occurring in the workplace, the Supervisor of Administration shall notify the granting agency within ten (10) workdays after receiving notice from an employee of such conviction and shall implement the terms of this policy within thirty (30) workdays of the conviction.

GAEAA: Sexual Harassment

It is the policy of the St. James 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. James Parish School Board shall not tolerate sexual 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. James 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

Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, or
3. 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.

Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, or slurs, or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures. Harassment does not only depend upon the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it.

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. James 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 Superintendent or his/her designee. If the alleged acts were committed by the employee's immediate supervisor, the complaint should be directed to the Superintendent or his/her designee. If criminal activity is involved, the victim should also report the incident to

local law enforcement. The person to whom the complaint is given shall promptly prepare a written report and forward it to the Superintendent or his/her designee.

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 personnel designated by the Superintendent to conduct such investigation utilizing the procedures outlined in policy *GAMC, Investigations*. In addition, the investigation shall include 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.

In determining whether alleged conduct constitutes sexual harassment, the Superintendent or designee should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

A report shall be made to 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 recommended 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 INVESTIGATION

Upon receipt of a recommendation that a complaint is valid, the Superintendent shall take such action as appropriate based on the results of the investigation, which may include, but not be limited to, suspension with or without pay, demotion, or termination.

If, based on the results of the investigation, the claim of sexual harassment is found to be intentionally false, the Superintendent shall take such action as appropriate, which may include, but not be limited to, suspension with or without pay, demotion, or termination.

Any employee shall have the right to pursue a claim of sexual harassment under state or federal law, regardless of the outcome of the School Board's investigation.

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 local law enforcement.

NOTIFICATION/TRAINING

Copies of this policy shall be circulated to all schools and departments of the St. James Parish School Board and placed on the School Board's website. 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. Supervisors and other persons designated to accept or investigate complaints of sexual harassment in the workplace shall receive additional education and training.

Employees shall be apprised of applicable federal and state law on sexual harassment, including the right of the complainant to pursue a claim under state or federal law, regardless of the outcome of the investigation.

GAMIA: Electronic Communications Between Employees and Students

The St. James 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 to a student enrolled in any public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee to a student enrolled in a public school in this school district or that is received by an employee from a student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. 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.

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.

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 procedures 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. James Parish School Board to make all employees and students aware of the expectations and procedures of the school system and 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 system, employees must 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 policies, procedures, and practices established by the School Board 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. 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 Personnel Director by the supervisor.

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

GBA: Contracts and Compensation

CONTRACTS

On behalf of the St. James Parish School Board, the Superintendent shall have the right to enter into contracts of employment between eligible employees and the School Board. The terms and compensations contained in such contracts shall be consistent with state law. Unless otherwise stipulated, all employees shall meet all stated position qualifications and/or certification requirements before any contract shall become valid. Renewal or issuance, when possible, of contracts of employment, as well as dismissal or nonrenewal of contract notices, with the exception of performance contracts, shall be issued on or before the last day of each school year, whenever possible.

The execution of an employee contract between the School Board and employee shall be legally binding upon both parties. Teachers without tenure shall be required to have a written contract. Teachers who have gained tenure may not be required to sign a written contract each scholastic year, but shall be required to sign such employment contracts at intervals determined by the School Board. The failure of a non-tenured teacher to sign a contract for the ensuing school session within the specified time, when required, shall be considered as voluntary termination of employment on the part of the teacher, unless under extenuating circumstances, an extension is granted by the Superintendent. Any subsequent resignation or termination of said contract for reasons other than extreme emergencies, as determined by the School Board, shall constitute a breach of contract against which legal action may be taken by the School Board and the employee dealt with accordingly. The Superintendent shall receive, finalize, and accept all resignations of all employees. However, the Superintendent at the next available meeting shall report said resignations to the School Board.

The Superintendent shall sign each teacher contract.

Performance Contracts

Administrative and supervisory personnel in positions that require certification shall be hired under the terms of a performance contract of not less than two (2) nor more than four (4) years, except when such employment is for a temporary position. The School Board shall make the final decision regarding the length of any such performance contract. Prior to the issuance of any initial or subsequent contract which

involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board.

Termination or nonrenewal of any performance contract shall be governed by the terms of the contract and applicable law.

COMPENSATION

Salary Schedules

Upon the recommendation of the Superintendent, the School Board shall establish salary schedules, no later than June 30th for the next school year, that shall be used to determine the salaries to be paid to teachers and all other school employees. Salaries of all teachers shall be set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule and associated regulations; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.
2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
3. Experience - No teacher or administrator who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the teacher/administrator received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to:

1. The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding;
2. The reduction of any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained;
3. An employee who has been promoted and subsequently demoted to a lower position. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted;
4. The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.

Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

Experience Credit

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience shall be granted for a period inclusive of twelve (12) consecutive calendar months. All experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next payroll period after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

The change in pay status of an individual attaining a higher degree will not be permanent until a copy of his/her teacher's certificate is received from the Louisiana Department of Education reflecting the higher degree. Should it be determined at a later date that the hours completed do not qualify for the degree reported, all pay received on the basis of the higher degree will be refunded to the St. James Parish School Board.

Retirees

The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree

who is reemployed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

School Employees

Compensation for all school employees shall be based on applicable salary schedules or hourly rates established by the St. James Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *school employee* shall mean any employee of the School Board that is not required to hold a teacher's certificate as a condition of employment, including but not limited to, secretary, bus operator, food service worker, paraprofessional, custodian, and maintenance personnel.

Principals shall not be permitted to supplement employees' salaries from any school or school related funds.

GBRA: Employee Conduct

The St. James 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 person affiliated with the St. James Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement School Board policies. Employees and others 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 and all others 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.
- 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, 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, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

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.

NOTIFICATION BY EMPLOYEES

A teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within forty-eight (48) hours of conviction or plea.

Arrests for Certain Sexual Offenses

Effective January 1, 2012, 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 Superintendent or his/her designee 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 by the School Board 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 by the School Board who is a tenured employee of the 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, bus operators, substitute bus operators, or janitor, and shall include all temporary, part-time, and permanent school employees.

GBK: Employee Discipline

The Superintendent and his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal shall have the authority to recommend to the Superintendent when appropriate that employees at the school in which he/she is employed should be disciplined.

Discipline of an employee shall be progressive in nature such that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the Superintendent's authority or, in the case of certain employees, the School Board's authority, to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, employee performance and any disciplinary action taken shall be properly and thoroughly recorded.

Should any disciplinary measure become necessary, any documentation shall be considered confidential and treated in accordance with statutory provisions and School Board policy.

TEACHERS

Hearing procedures are statutorily required for certain disciplinary actions for teachers as defined below. However, such procedures do not prevent the Superintendent and/or principal from taking other disciplinary measures which do not require a hearing, as he/she feels appropriate.

Definitions

For the purpose of this section: *Discipline* and *disciplinary action* shall include only suspension without pay, reduction in pay, involuntary demotion, or dismissal.

Written notice shall be considered given when the notice is hand delivered to the teacher, or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier.

NON-TENURED TEACHERS

The Superintendent may take disciplinary action against any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent's action was arbitrary or capricious.

TENURED TEACHERS

A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond.

Following review of the teacher's response, the Superintendent may take interim disciplinary action, which may include placing the teacher on administrative leave unless the teacher has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §14:42 through 14:43.5, La. Rev. Stat. Ann. §14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, in which case the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from the notice of the Superintendent's interim decision.

Within ten (10) calendar days after written notice of the interim disciplinary action or within ten (10) calendar days after receipt of the teacher's response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action shall become final.

HEARING PROCEDURES

Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the School Board as *disciplinary hearing officers*. If the school district serves fewer than twenty thousand students, the School Board shall maintain a list of at least five (5) hearing officers. If the school district serves twenty thousand students or more, the School Board shall maintain a

list of at least ten (10) hearing officers. All hearing officers shall be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas, and shall conduct the hearing in accordance with procedures adopted by the School Board.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding.

The time periods contained above may be extended by mutual agreement of the parties.

The above due process procedures shall be used to discipline administrators holding contracts pursuant to La. Rev. Stat. Ann. §17:444.

BUS OPERATORS/CONTRACT APPOINTEES

The Superintendent shall have the authority to discipline tenured bus operators and persons employed on performance contracts, including suspension with or without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the bus operator or contract appointee shall be reimbursed for any loss of compensation.

NON-TENURED EMPLOYEES

The Superintendent shall have the authority to discipline, including suspension, any non-tenured, non-contract employee with or without pay, when circumstances warrant such action.

GBRB: Employee Attendance

Employees of the St. James Parish School Board shall be expected and required to report to their designated work locations in the prescribed manner and at the prescribed time work activity is to commence. Employees shall also be expected to remain at work for the entire work period excluding any rest and meal periods permitted. Tardiness, unexpected absence, or failure to report to work as scheduled may result in disciplinary action. In cases of anticipated absence or where the employee cannot report to work as

scheduled, the employee shall notify his/her supervisor as soon as possible after the employee becomes aware that he/she will be absent from work. Continual absence by the employee shall be conveyed to the employee's supervisor on a regular basis. The frequency of contact that may be required shall be determined by the supervisor.

TEACHERS AND INSTRUCTIONAL SUPPORT PERSONNEL

All teachers and instructional support personnel in the St. James Parish School System are expected to arrive at their individual school prior to the beginning of each school day and remain there until busses have left. Time schedules shall reflect a minimum of seven (7) hours per day. Exceptions to this time schedule may be made by the individual principal when, in his/her opinion, a justifiable request has been made in advance by the employee. Teachers and instructional support personnel shall not leave the school grounds during the school day without the permission of the principal or facility administrator. Teachers shall be expected to stay longer on duty days, for faculty meetings, parent-teacher conferences and meetings, and other necessary school-related activities.

Principals and the administrative staff should be in their buildings ahead of students or teachers, and should remain in their buildings until students and teachers have gone from school. Principals who leave their campus for any purpose, other than attendance at civic clubs, principals' meetings, going to the administrative offices of the St. James Parish School Board, or other routine business affairs connected with the schools, shall secure prior approval of the Superintendent or designee for such absence.

Teachers should remain on campus during planning periods and utilize time for proper preparation for instruction except when authorized by the principal.

WORK SCHEDULES

Principals and facility administrators shall be responsible for developing work schedules for other personnel assigned to their site. Such work schedules shall be subject to the approval of the Superintendent or designee.

The regular work schedule for operations and maintenance personnel, including school custodians, shall be structured to provide for an eight (8) hour day. The regular work schedule for other full-time employees shall provide for a seven (7) hour day, except bus operators and bus attendants whose schedule shall provide for a six (6) hour day. Maids are part-time employees who shall work twenty-one (21) hours per week.

Employment of personnel within the school system shall be based on the following working days schedule:

9 month	- 182 days
9.25 month	- 187 days
9.5 month	- 192 days
9.27 month	- 197 days
10 month	- 202 days

10.25 month	- 207 days
10.5 month	- 212 days
10.75 month	- 217 days
11 month	- 222 days
12 month	- 242 days

12-MONTH CALENDAR

The 12-month calendar, which includes holidays, shall be presented to the School Board no later than July 1 of each year and shall apply to all central office and school-level 12-month employees. Official holidays are observed as follows:

Fourth of July	- 1
Labory Day	- 1
Thanksgiving	- 3
Christmas	- 4
New Year's	- 3
Martin Luther King	- 1
Mardi Gras	- 2
Easter/Spring Break	- 3
Presidential Election Day (every four years)	- 1
Memorial Day	- 1

SCHOOL CALENDAR

The School Board shall approve a school calendar prior to the end of each school year.

Staff development training days shall not be considered as holidays for school-level 12-month employees.

ABSENCES DURING DAY

No teacher or other employee shall leave the school campus or work location without having first obtained permission from the principal/building administrator or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of

his/her return. An employee's immediate supervisor may authorize an absence during the business day. The Superintendent or designee must grant permission for a period of one day or more.

Reporting Absences

All absences reported by the immediate supervisor shall be recorded and counted toward an employee's leave time.

Unauthorized Absence

Any employee who is absent from work and who has not received an authorized leave shall be considered on unauthorized leave. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

Job Abandonment

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances, as determined by the Superintendent.

GBRH: Professional Leave

Professional leave is intended to permit professional employees to participate in professional activities to enhance academic performance. Professional leave shall be applicable only to participation in activities sponsored or endorsed by the Louisiana Department of Education.

During a school year (the classroom-level professional personnel) or a fiscal year (for non-classroom professional personnel), professional personnel shall be allowed one (1) day of professional leave without loss of pay (but without any travel reimbursement) for the purpose of participating in professional activities, if such attendance is considered to be in the best interest of the school district.

A maximum of five (5) professional leave days may be granted per fiscal year to facilitate a professional's completion of graduate studies or continuing education units required to maintain a professional license at an institution of higher learning or designated site at which professional activities are held only if such cannot be completed on non-school or non-work day(s) or hour(s), as verified in writing by the professional's major professor or licensing authority.

Application for professional leave shall be co-signed by the professional's immediate supervisor, and shall be submitted to the Superintendent/designee as far in advance as possible. The application shall include all pertinent information

Professionals may request and be granted a maximum of three (3) professional leave days if the professional is a presenter or an officer of a professional organization as follows:

I. Presenters

- A. Limited to a maximum of two (2) professionals per school or Central Office.
- B. Expenses to be paid in accordance with parish-adopted policy, not to exceed \$300 per presenter per fiscal year.
- C. Professional leave to be granted beginning at 6 p.m. the night preceding the presentation, extending the duration of the number of day(s) of the presentation, and ending at 6 p.m. the night of the last day of the presentation.

II. Regional, State, National Officers of Professional Organization(s)

- A. Limited to a maximum of one (1) person per school or Central Office in rank order of office held.
- B. Expenses to be paid by the professional.
- C. Professional leave to be granted beginning at 6 p.m. the night preceding the activity, and ending at 6 p.m. the night of the last day of the activity.

Professional leave may be denied when the absence of the professional would not be in the best interest of the school or system because of the absence of other professionals; special activities occurring in the school or system; or extenuating circumstances, such as school campus student disciplinary problems, etc.

Professional leave to permit professionals to meet personal obligations or responsibilities shall be prohibited.

Approval of the Superintendent/designee is required for any travel within and outside the state. School Board permission shall be required for all out-of-state travel that is to be paid by the General Fund.

LEAVE FOR STATE BOARD OR COMMISSION

Leave with pay shall be granted any school system employee who is an elected member of the Board of Trustees of the Teachers' Retirement System of Louisiana or the Louisiana School Employees Retirement System, an elected or appointed member of the Louisiana Board of Elementary and Secondary Education (BESE), or an appointed member of any task force, commission, or other advisory body established by BESE so that such employee may attend meetings of the entity and any committees thereof on which the employee serves.

The School Board shall require any employees who may serve on the public entities outlined above to provide notice to the School Board of the dates and times of all meetings of the entity and any committees thereof that are scheduled to occur on a regular basis and reasonable notice to the School Board of any special or otherwise unscheduled meetings.

Any employee serving on such an entity shall apply in writing for such leave in a timely manner, but in no case less than twenty-four (24) hours prior to the date of the meeting, except in an emergency. The employee shall also be required to submit proper documentation that the leave granted was used for the purposes for which requested. Improper use of said leave may result in reimbursement to the School Board of any compensation paid the employee for the leave days taken, and may lead to discipline of the employee up to and including termination.

GBRIA: General Leaves of Absence

PERSONAL LEAVE

The St. James Parish School Board shall grant to all teachers and all other employees, except bus operators and those who receive annual leave, two (2) days absence during each school year to be used for such purposes as may be determined by the individual. For every day an employee is absent from work over the allowed two (2) days, the employee shall be considered on leave without pay and a full day's pay shall be deducted from their regular salary for each day absent.

These two (2) days shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. The two (2) days personal leave shall not be cumulative nor payable upon death or retirement. Personal leave shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken.

LEAVE WITHOUT PAY

The School Board may grant leave of absence, without pay, to any regularly employed teacher or other employee for periods of time not to exceed one year. Such leave shall be granted by the School Board, upon proper request in writing by the employee, whenever in the discretion of the School Board such leave is in the best interest of the school district. Leave without pay shall not be granted to employees who have assumed a position of employment outside the school system and wish to return to the school system at a later date.

At the time leave without pay is granted the School Board may declare that all or certain of such leaves shall not be deemed to interrupt active service for sabbatical leave purposes.

SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE

An employer may grant any employee of the school system leave from work of up to a total of sixteen (16) hours during any twelve (12) month period to attend, observe, or participate in conferences or classroom activities related to the employee's dependent children for whom he/she is the legal guardian that are conducted at the child's school or day care center, if the conferences or classroom activities cannot reasonably be scheduled during the nonwork hours of the employee. An employee who wishes to request such leave shall provide a reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer.

An employer is not required to pay an employee for any time taken as leave for conferences and school activities. However, an employee shall be permitted to substitute any accrued vacation time or other appropriate paid leave for any leave taken as provided here.

GBRIB: Sick Leave

The St. James Parish School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies or special circumstances without loss of pay.

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a teacher employed by the School Board shall not be allowed any sick leave until he or she reports for duty and actually performs work.

The minimum of ten (10) days of sick leave for an employee shall be based on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, ten days sick leave shall be allowed. If an employee begins work in the second month of the school year, nine days of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only three days of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

- A *teacher* shall mean any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, school counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.
- A *bus operator* shall mean any employee who is employed as a school bus operator.
- A *school employee* shall mean an employee who is not a teacher or a school bus operator.
- The use of the term *employee* shall include all three (3) categories of personnel.

CERTIFICATION OF ABSENCE

Any employee who is absent for four (4) or more consecutive days shall be required to present a certificate from a clinician certifying such illness. *Clinician* means a physician, physician assistant providing health care services in accordance with Louisiana law, or an advanced practice registered nurse providing health care services in accordance with Louisiana law. In case of repeated absences or if absences are problematic at the school or work location, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a clinician specified by the Superintendent or School Board, in order to verify the existence of a medical necessity.

In addition, any employee who is absent due to illness or injury immediately prior to or after a holiday, regardless of the number of days absent, shall be required to provide a certificate from a clinician certifying such absence upon return to work.

Excuses for employee absences due to illness or injury must be provided on clinician's letterhead containing the clinician's name, address, and telephone number, typed, printed, or as part of the letterhead. The clinician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state the reason for the illness or injury, date of the illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergency for sick leave purposes shall be defined as a sudden or unexpected occurrence or combination of occurrences demanding prompt action on the part of the teacher/employee requesting leave, which, if the said person fails to act promptly is likely to cause significant harm, detriment or injury to said person or to a member of his/her immediate family. This definition precludes absence in any case for which the need for action can be foreseen and planned for, or in which action can be taken by some other person, or in which the claimed emergency is not truly substantial.

Emergency leave may be granted for the following reasons:

1. Serious illness or death in the immediate family.
 - A. The *immediate family* being the father, mother, sister, brother, child, husband, wife, mother-in-law, father-in-law, grandmother, grandfather, or legal guardian, brother-in-law and sister-in-law, including "step" and "foster" relationships.
 - B. Serious illness in the *immediate family* must be of such a nature as to involve the employee in an emergency. A maximum of two (2) days continuous leave will be allowed the employee because of serious illness in the *immediate family* as described above, and any leave thereafter must be accounted for by a practicing physician's statement.
 - C. Death in the *immediate family* shall be construed to be the existence of an emergency for a maximum of three (3) days, one of which shall include the day of the funeral. All other days will not be considered emergencies.
2. Circumstances of such a nature as to be beyond control such as fire, flood, Acts of God, and summons to appear in court.
3. Marriage - A maximum of two (2) days leave shall be granted.

4. Other circumstances, which in the opinion of the Superintendent necessitates the presence of the teacher in terms of the welfare of the teacher, his/her family, his/her community or in the interest of the School Board.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has no remaining regular sick leave balance at the time the extended sick leave is set to begin. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid sixty-five percent (65%) of the salary paid the employee at the time the extended sick leave begins.

Definitions

Child means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in loco parentis to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of age and is a full-time student, or who is nineteen (19) years of age or older and incapable of self-care because of a mental or physical disability.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a clinician physician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in loco parentis to the employee.

Extended Sick Leave for Maternity or Adoptive Purposes

Each employee granted maternity or adoptive leave in accordance with state and/or federal law or under the policies of the School Board and who has no remaining sick leave balance available may be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to

pregnancy, illness of an infant, or for required medical visits certified by a clinician physician as relating to infant or maternal health, prior to extended sick leave being taken.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided all of the following conditions are met:

1. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.
2. The clinician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

Application Process

On every occasion that an employee uses extended sick leave, a statement from a clinician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

The required clinician's statement may be presented along with the request for extended sick leave subsequent to the employee's return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation are presented within three (3) days after the employee returns to service. However, the School Board or Superintendent reserves the right to question the validity of the medical certification after the three (3) day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and clinician's statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. A teacher shall be required to provide a certificate from a physician certifying the disability. A bus operator or school employee shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

The sick leave authorized shall be in addition to all other sick leave authorized herein, shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement, or compensated for in any manner except as set forth above.

The School Board shall not reduce the pay or accrued sick leave of any employee who is absent from his/her duties to seek medical attention or treatment as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any employee is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

Any *teacher* who is disabled while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Any *school employee*, but not a *bus operator*, disabled in a similar manner shall receive up to ninety (90) days of such sick leave. The *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

The School Board shall not reduce the pay or accrued sick leave of any *teacher* or *school employee* who is absent from his/her duties to seek medical attention or treatment as a result of an injury from physical contact with a student.

If the *teacher's* or *school employee's* physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to duty with those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OF CLINICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the clinician's certification for any type of sick leave request made by a *teacher*, or for extended leave or leave requested as a result of physical assault or battery made by a *bus operator* or *school employee*, the School Board may require the employee to be examined by a clinician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the clinician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as applicable, as a condition for taking the

applicable sick leave, to be examined by a clinician selected by the School Board or Superintendent. If the clinician finds medical necessity or certifies a disability, the leave shall be granted.

2. If the selected clinician disagrees with the original medical certification from the clinician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a third clinician, whose name appears next in the rotation of clinicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the *third clinician*.
3. In the determination of the validity of a clinician's certification, the opinion of all clinicians consulted shall be submitted to the School Board or Superintendent in the form of a sworn statement. All information contained in any statement from a clinician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the teacher shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the *teacher's* option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the teacher was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but not a *bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher* or *school employee*, such vested leave which remains unused or for which the *teacher* or *school employee* has not been compensated directly or transferred such days for retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher* or *school employee*.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering DROP, or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the St. James Parish School Board who participates in the *Deferred Retirement Option Program* (DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick

leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

GBRM: Staff Participation In Political Activities

The St. James Parish School Board recognizes that its employees have the right to participate in political activities and to personally campaign for public office, consistent with Louisiana statutes. However, the Board prohibits employees from engaging in political activities in support of or in opposition to specific candidates and issues while employees are carrying out their officially assigned responsibilities.

Prohibited activities would include campaign buttons, pins, articles of clothing, and dissemination or posting of flyers, signs, etc. These activities are only prohibited on school property.

This policy shall not be construed as prohibiting the impartial study and discussion of political and other controversial issues. Employees engaging in political activities shall make it clear that their statements and actions are personal views and do not represent the views of the Board, the Superintendent, or the District.

JGCE: Child Abuse

The St. James Parish School Board shall require that instances of suspected child abuse and/or neglect be reported in accordance with appropriate state and local laws and procedures. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

DEFINITIONS

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.
3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child's involvement in (i) any sexual act with any other person; (ii) pornographic displays; (iii) any sexual activity constituting a crime under Louisiana law; or (iv) a coerced abortion conducted upon a child.

Caretaker means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care

center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

Child, for purposes of child abuse, means a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A *mandatory reporter* means any person who provides or assists in the teaching, training, or supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, any police officer or law enforcement official who works as a school resource officer or any individual who provides such services to a child in a voluntary or professional capacity.

A *permitted reporter* means any other person having cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect.

Neglect means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. Neglect includes prenatal neglect. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

In St. James Parish, investigations shall be handled by the Office of Community Services (OCS)/Department of Social Services (DSS) and/or St. James Parish Sheriff's Department. The St. James Parish School Board shall require the following procedures be conducted at the school site.

A *permitted reporter* shall make a report through the designated state child protection reporting hotline phone number or in person at any child welfare office of the state.

A *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall immediately report suspected abuse/neglect in accordance with the following guidelines:

1. Reports in which the abuse or neglect is believed to be perpetrated by a parent or caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker or a person living in the same residence with the parent or caretaker as a spouse whether married or not, the mandatory reporter shall make the report to the Department of Children and Family Services through the designated

state child protection reporting hotline telephone number, via the Department of Children and Family Services *Mandated Reporter Portal* online, or in person at any child welfare office.

2 Reports in which the abuse or neglect is believed to be perpetrated by someone other than a caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence with the parent or caretaker as a spouse whether married or not, and the caretaker is not believed to have any responsibility for the abuse or neglect shall be made immediately to a local or state law enforcement agency.

3. Dual reporting to both the Louisiana Department of Child and Family Services and the local or state law enforcement agency is permitted.

4. A report made to the Louisiana Department of Children and Family Services by facsimile does not relieve the reporter of his/her duty to report in accordance with the applicable requirements.

Reporting Procedure

1. If the initial report was in oral form, it shall be followed by a written report made within five (5) days via the online *Mandated Reporter Portal* of the Department of Children and Family Services, or by mail to the centralized intake unit of the Department at the address provided on the website of the Department, or, if necessary, to the local law enforcement agency to whom the initial report was made.

2. The report shall contain the following information if known by the reporter:

- A. The name, address, age, sex and race of the child.
- B. The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.
- C. The name and address of the child's parent or other caretaker.
- D. The names and all the ages of all other members of the child's household.
- E. The name and address of the reporter.
- F. An account of how the child came to the reporter's attention.
- G. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
- H. The number of times the reporter has filed a report on the child or the child's siblings.
- I. Any other information which the reporter believes might be important or relevant.

3. The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.

4. The reporter shall also immediately notify the principal or his/her designee of the school attended by the child of the fact that a report has been filed and the agency(ies) to which it was reported.

5. Within twelve (12) hours, the person must notify the principal or person in charge that a report has been made. Within twelve (12) hours, the principal or designee shall notify the Superintendent, Area Supervisor of Support Services, and the Supervisor of Child Welfare and Attendance.

6. The parents or guardian of the child must NOT BE notified that the police or OCS/DSS are investigating their child. (It is the responsibility of the investigating agencies to notify the parents.)
7. When an investigation is to take place in the school, regardless of the source of the child abuse report, the area supervisor and/or principal or person in charge will be notified by telephone that an officer of the St. James Parish Sheriff's Department and/or Child Protection Social Worker (state officer of the OCS/DSS) wishes to come to the school to interview the child suspected of abuse. The name(s) of the officer and/or child protection worker who will come to the school and telephone number will be obtained to verify identity before the interview is granted.
8. The principal, his/her designee, or the person reporting the incident of suspected abuse must NOT notify the child prior to the arrival of the investigating officer. Verification of the identification officer(s) must be obtained and the official school's register must be signed. A private space must be provided for the child's interview.
9. The principal or person in charge will send for the child suspected of being abused.
10. A St. James Parish School District principal, teacher or staff member, or school nurse must be present when the police and/or child protection worker interviews the child. The best person for the principal to ask to participate is the school official who reported the case. If the report did not come from the school, the group may consist of the school social worker, counselor, or another school official chosen by the child. It is important that the school official present during the interview be a person whom the child knows and one with whom he/she feels comfortable.
11. At the end of the interview, in cases where the child is returned to class, it is the responsibility of the Child Protection worker or police officer to contact the parent or guardian. This will be done that day or within twenty-four (24) hours.
12. In cases where the police officer and/or Child Protection worker indicates that the child must be taken into custody by the officer/worker and removed from the school, the agency will have a court order, prior parental permission, or will declare the situation an emergency under the provisions of the Louisiana Code of Juvenile Procedure. The officer will attempt to contact the parent/guardian before the child leaves the school. If contact is not made before at that time, it is the agency's responsibility to contact the parent/guardian called after the child is released, the name and telephone number of the person to whom the child was released shall be given to the parent/guardian. A copy of the School Release Verification form shall be kept in a confidential folder in the school office.
13. The police officer or child protection worker will issue a written report to school personnel (Superintendent, Area Supervisor, and Supervisor of Child Welfare) on the investigation.
14. Both state law and professional ethics dictate that confidentiality shall be maintained regarding the child's name and situation. To safeguard the reputation of the child suspected of abuse and the family, it is imperative that knowledge of the report and investigation be kept in confidence by all school officials.

INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate an investigation. If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.

Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will as soon as reasonably possible, notify the Superintendent or his/her designee. The Superintendent and the School Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or his/her designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541. Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately comply with the reporting procedure outlined in this policy and inform the Superintendent and/or his/her designee.

CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

INSERVICE TRAINING

Teaching or child care providers shall be required to complete an online training course provided by the Department of Children and Family Services between June first and August thirty-first annually. A record of completion of the course by the teaching or child care provider shall be provided to and retained by the

School Board. The School Board shall retain a list of all teaching or child care providers who have not complied with the training requirements provided by State law.

IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

LIABILITY

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the St. James Parish School Board who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.



Employee Service Portal

CREATING AN ACCOUNT

- Go to <https://sjps.erplinq.com/ESP> to access the Employee Portal Login Page
- Click “Create an Account”

Sign In to Employee Portal

Username:

Password:

Sign In

[Forgot your username?](#)
[Forgot your password?](#)
[Create an account](#)

Attention: this application is supported in the following browsers:
Microsoft® Edge®
Mozilla® Firefox®
Google® Chrome®
Safari® 6 - MAC only.
Functionality cannot be guaranteed if you are using an unsupported browser.

[Need Help?](#)

- Enter the required information then click “Submit”

Create New Account

Personal Information

Employee No First Name

Last Name Last 4 of Social Security No

Birth Date Zip Code

Profile Information

User Name Minimum 6 characters

New Password Minimum 8 characters with at least one number and one special character

Confirm Password

E-mail

E-mail is used for system notifications and for retrieving login information.

Personal Question 1

Personal Answer 1

Personal Question 2

Personal Answer 2

Personal Question 3

Personal Answer 3

*All information is required

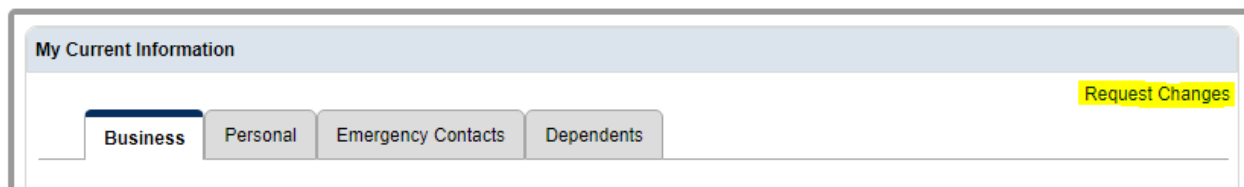
Submit **Cancel**

HOW TO VIEW PAY STUBS - Go to the “**Payroll**” tab. A calendar will appear. Any date in green is a pay date, click on the date you want to view and you’ll be able to view and print your pay advice.

HOW TO VIEW W-2S - Go to the “**Payroll**” tab. Click on “**W-2s**”, located above the calendar and to the right. Select a year then re-enter your password. Your W-2 will then download.

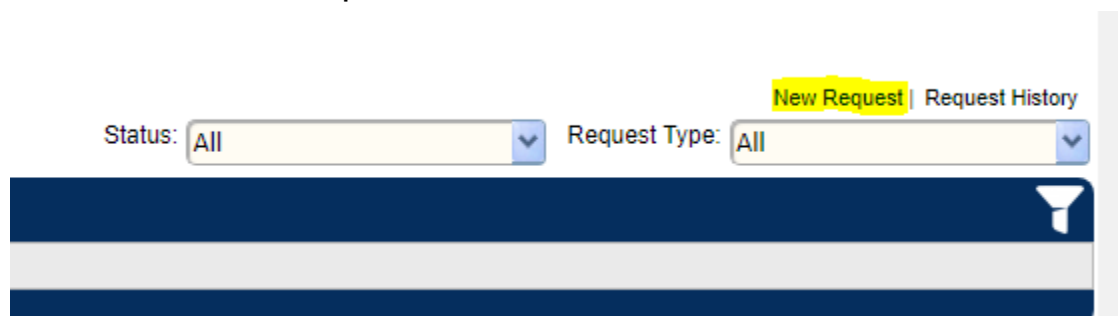
HOW TO VIEW LEAVE SUMMARY - Go to the “**Leaves**” tab. Your leave summary will be listed.

HOW TO UPDATE CONTACT INFORMATION - On the Home page, click “Request Changes”



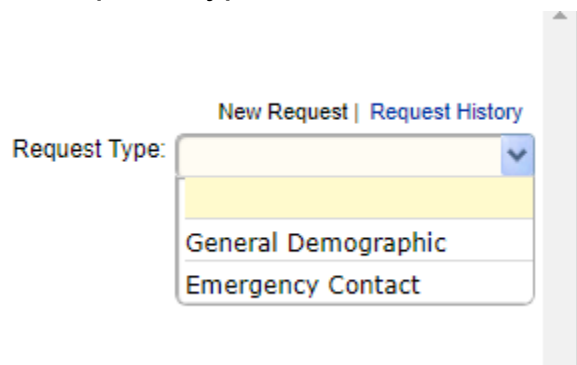
The screenshot shows a web interface titled "My Current Information". Below the title is a horizontal bar with four tabs: "Business", "Personal", "Emergency Contacts", and "Dependents". The "Business" tab is currently selected. To the right of these tabs, a button labeled "Request Changes" is highlighted in yellow.

Then click “New Request”



The screenshot shows a web interface for making a request. At the top, there are two tabs: "New Request" (highlighted in yellow) and "Request History". Below the tabs, there are two dropdown menus: "Status:" with "All" selected, and "Request Type:" with "All" selected. Below these menus is a large blue rectangular area with a white funnel icon on the right side.

Choose a Request Type



The screenshot shows a close-up of the "Request Type:" dropdown menu. The menu is open, showing three options: "General Demographic" and "Emergency Contact" are visible, and a third option is partially visible at the bottom. The "New Request" and "Request History" tabs are visible at the top of the interface.

Make necessary changes by clicking “Submit”. Your request will be reviewed by HR and updated in the system

Frontline Education

Getting Started

INVITATION

You will receive an email invitation from Frontline Education. Select Create a Frontline ID to proceed with the account creation process.



Hello, Jimmy.

St. James Parish School District has invited you to access **Frontline Central**.

A Frontline ID account is required to access your Frontline solutions.

 **Create a Frontline ID**

CREATING AN ACCOUNT

USERNAME - must contain 1 alphabet character and at least 4 total characters.

PASSWORD - must contain 1 alphabet character, 1 number or special character, and 8 total characters.

Enter an email address, accept terms & conditions, and click Create Frontline ID.

St. James Parish School District

Create a Frontline ID

First Name

Last Name

Create a Username

Create a Password [Hide](#)

Confirm Password

Email Address

☒ I accept the [terms and conditions](#).

 **Create Frontline ID**

Frontline Mobile App

Download the Frontline Education app on your mobile device to easily **create absences** and **submit timesheets**.

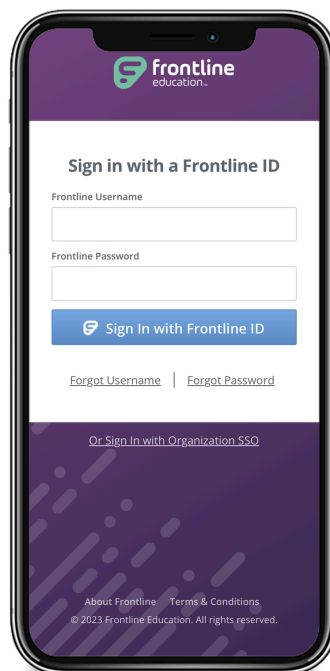
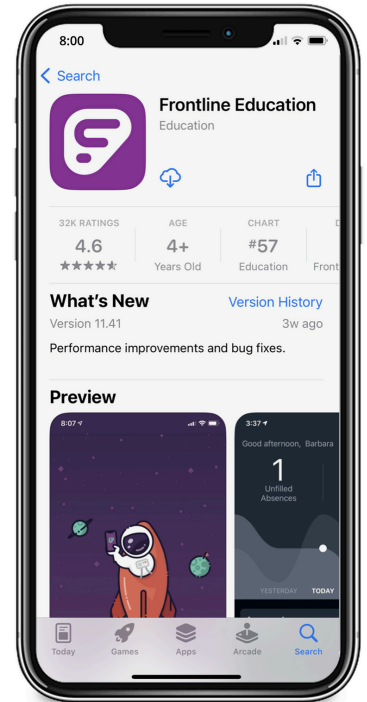
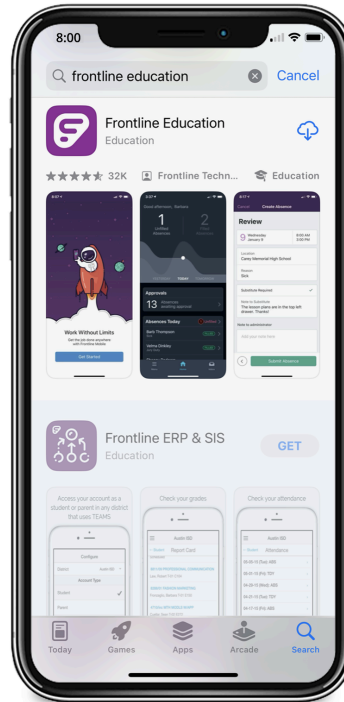
Access the app store on your mobile device and enter "**Frontline Education**" in the search bar or scan the QR code below. Press the Get or Install button and install the app.



Apple Device



Android Device



Once the download is complete, a welcome page will display. Press Get Started to proceed. The Sign In page then appears. Sign in with your Frontline login credentials.

Frontline Education

Absence Management

SIGN IN

Go to app.frontlineeducation.com. Enter your username and password and click Sign In

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**

Absence Management ▾St. James Parish School District

Jimmy John ▾Employee

March 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legend: Absences (blue), Closed Day (orange), In-service day (yellow)

Create Absence

Scheduled Absences 0

Past Absences 0

Denied Absences 0

Please select a date

Need more options? Advanced Mode

March 2025

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Substitute Required

Yes

Absence Reason

Select One

Time

Full Day

Please enter a valid time range using the HH:MM AM format.

08:00 AM to 04:00 PM

Notes to Administrator

(not viewable by Substitute)

Notes to Substitute

255 character(s) left

255 character(s) left

Helpful Hint:

You can select multiple days individually or click-and-drag to select a range of dates.

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File

No file chosen

Shared Attachments

Cancel

Create Absence

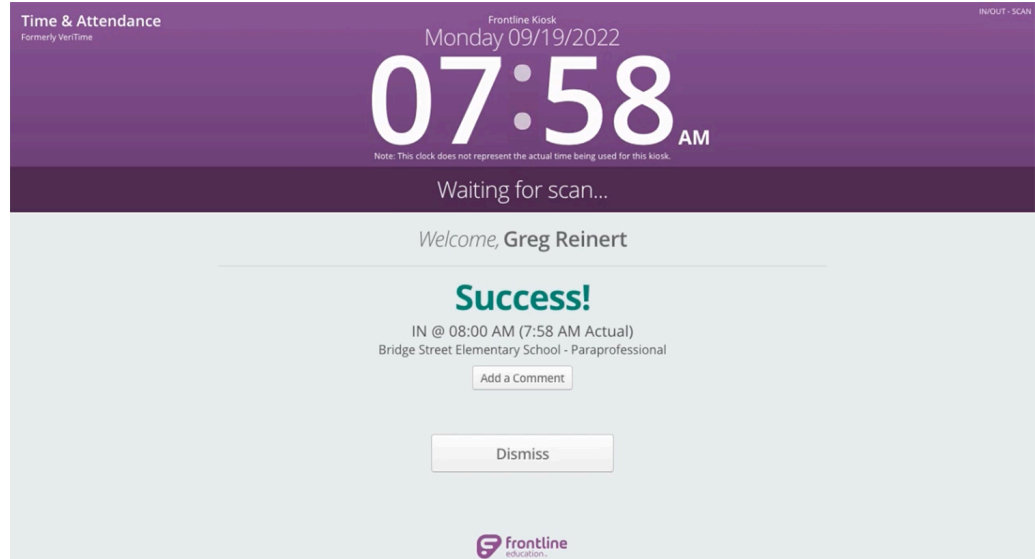
Frontline Education

Time & Attendance

TIMECLOCKS

Be sure to **clock in** at the beginning of each day and **clock out** at the end of each day.

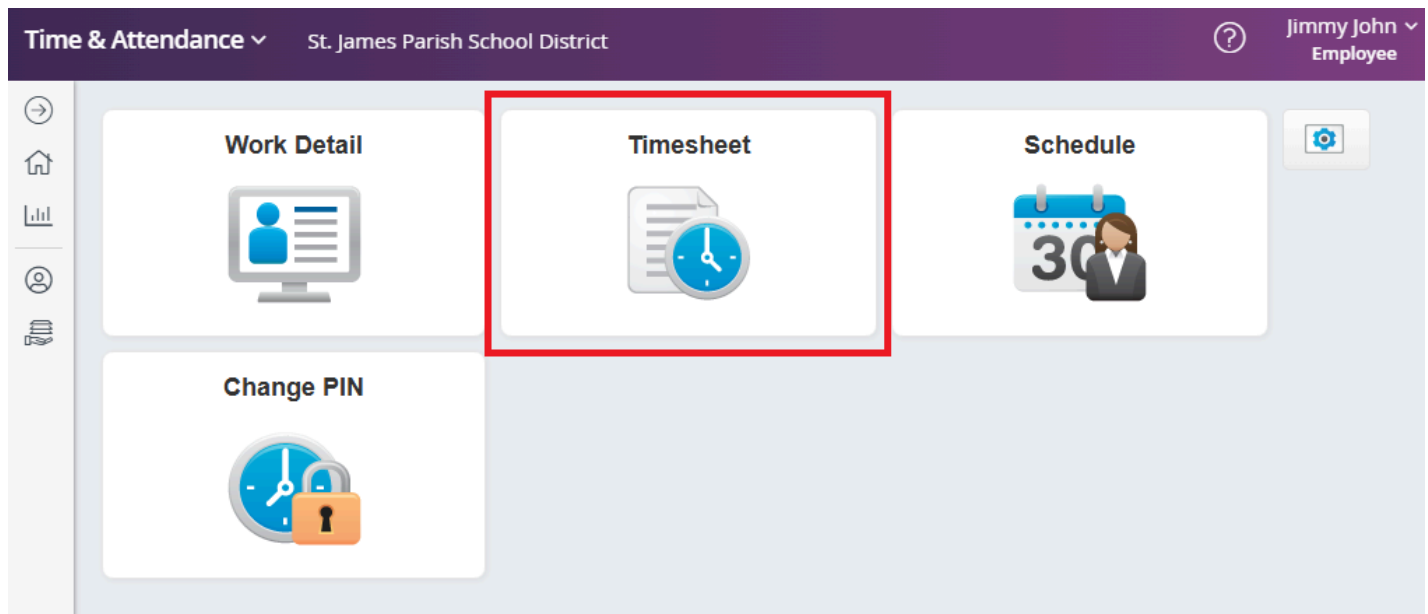
Tap your ID badge on the badge reader located on or near the timeclock at your site. A confirmation screen will then appear on the timeclock.



Accessing Your Timesheet

Go to app.frontlineeducation.com. Enter your username and password and click Sign In

Navigate to your Time & Attendance homepage and click the Timesheet icon.



Frontline Education

Time & Attendance

Accessing Your Timesheet

The days of the week appear as blue bars. When you select a day, the time event details will appear.

You can add or edit Sign In and Sign Out times by clicking in each box. Manually adding or editing time should only occur when there is a timeclock or ID badge malfunction.

MON March 17, 2025 Total +7.50 Paid +7.50 ^

LOCATION: School Board Office JOB TYPE: Teacher DUE: 03/22/2025 STATUS: Pending Delete Timesheet

TIME EVENTS

Sign In	Sign Out	Total	Paid
07:30 AM	03:00 PM	+ 7.50	+ 7.50

Insert Comment Insert Comment

TOTAL: + 7.50 PAID: + 7.50

TIMESHEET COMMENT

Insert Comment + 7.50 + 7.50

Submitting Your Timesheet for Approval

At the end of each work week, you must submit your timesheet for approval. To do this, review your timesheet, then click the blue **Submit** button at the top right corner of your timesheet.

EMPLOYEE: John, Jimmy

Actions Weekly Approval 03/09/2025 - 03/15/2025 TOTAL +37.71 PAID +37.71 Cancel All Changes Save Changes

Expand All Collapse All

Day	Date	Total	Paid
MON	March 10, 2025	+ 7.46	+ 7.46
TUE	March 11, 2025	+ 7.60	+ 7.60
WED	March 12, 2025	+ 7.50	+ 7.50
THU	March 13, 2025	+ 7.61	+ 7.61
FRI	March 14, 2025	+ 7.53	+ 7.53

Weekly Approval 03/09/2025 - 03/15/2025 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
School Board Office	Teacher	Time Events	37.71	37.71
Total			37.71	37.71



EMPLOYEE ID BADGE

Your employee ID badge is equipped with RFID technology which allows your badge to communicate with district door readers, timeclocks, and printers.

ID BADGE ACCESS AGREEMENT

- Your ID Badge must be **visible at all times** while on any SJPS property.
- Do not let any other employee or student use your ID badge.
- Report lost or stolen ID badges immediately to id@sjpsb.org
- **Do not cut or punch holes** in your ID Badge as this will deactivate the badge.

DOOR READERS

Contact your site administrator to gain additional door access.

TIMECLOCKS

Remember to **always clock in and out** using your employee ID badge.

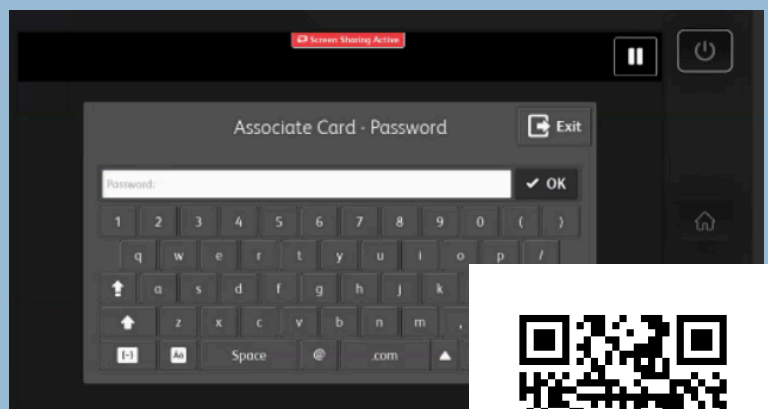
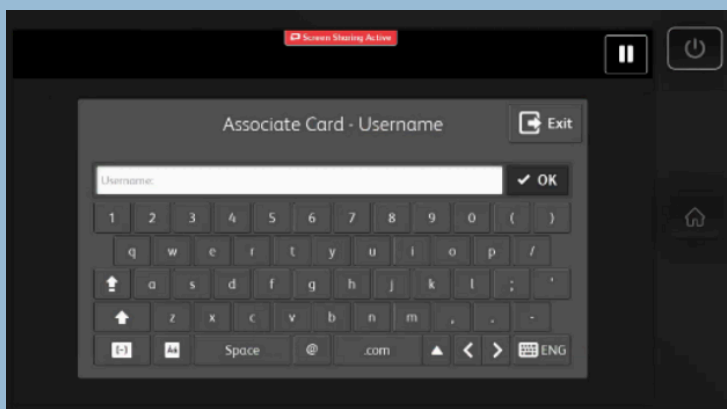
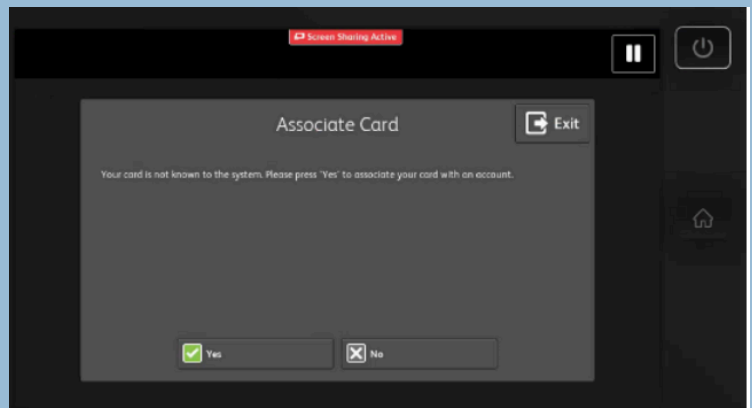
PRINT / COPY / SCAN

- To access district Xerox machines, you must swipe your employee ID badge. This will allow you to print, copy, and scan documents.
- New badges must be **associated** with a Xerox machine.

Follow the instructions below to associate a new badge.

1. Scan your ID Badge on the Xerox badge reader
2. Select **Yes** to Associate Card
3. Type your username (beginning part of your email address) then select **OK**
4. Type your password (email account password) then select **OK**

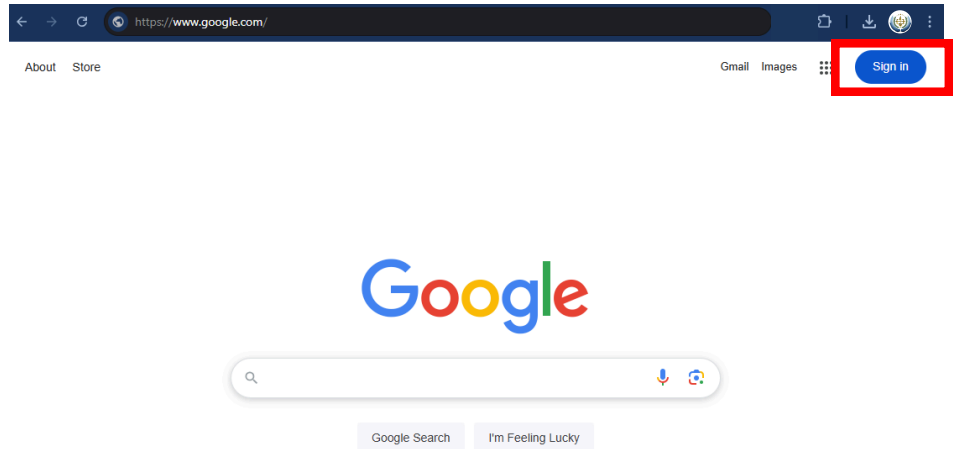
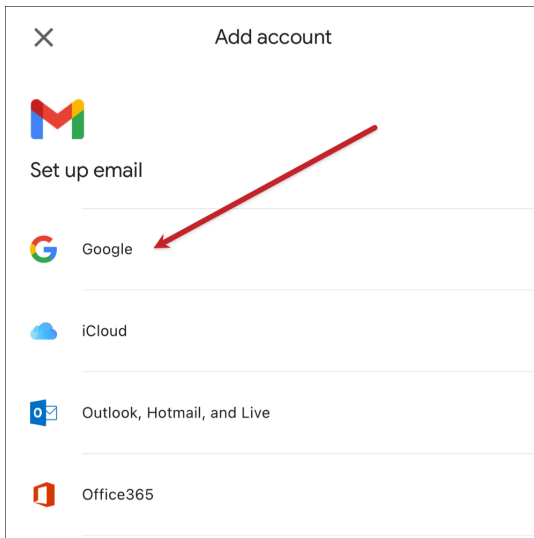
Your ID badge is now associated with the Xerox machine and ready to use.



Need a replacement badge? Complete the online New Badge Request Form at <https://form.jotform.com/idform/new> or scan the QR code.

HOW TO SIGN IN TO Google

Access the Google sign in page by going to www.google.com or the Gmail app on your smart phone or tablet.

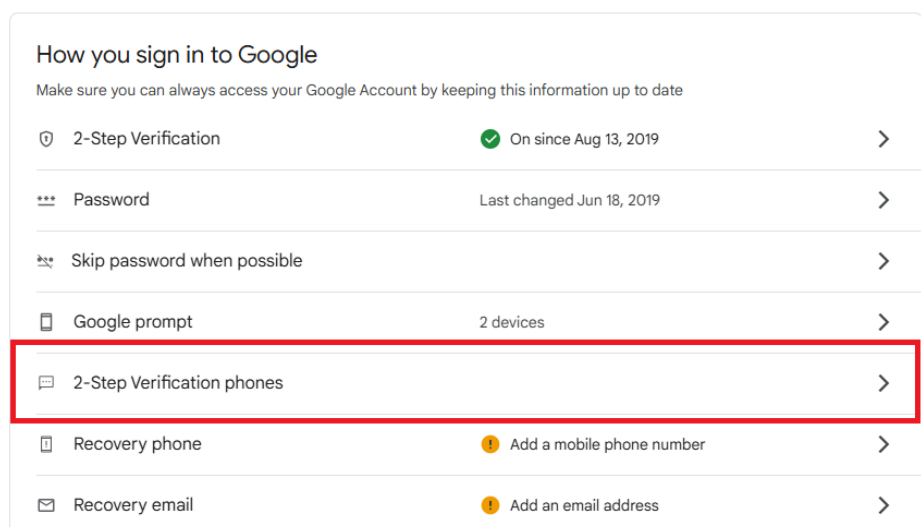


Sign in using your school board assigned email address and password. If it's your first time signing in, use the password that was provided during onboarding. You will be prompted to change this password.

AVOID GETTING LOCKED OUT SETUP 2-STEP VERIFICATION

On your computer or mobile device, click on your **user icon** located at the top right of the screen. Choose **Manage your Google Account**, then navigate to **Security**.

Go to the 2-Step Verification settings and turn on 2-Step Verification by adding a phone number



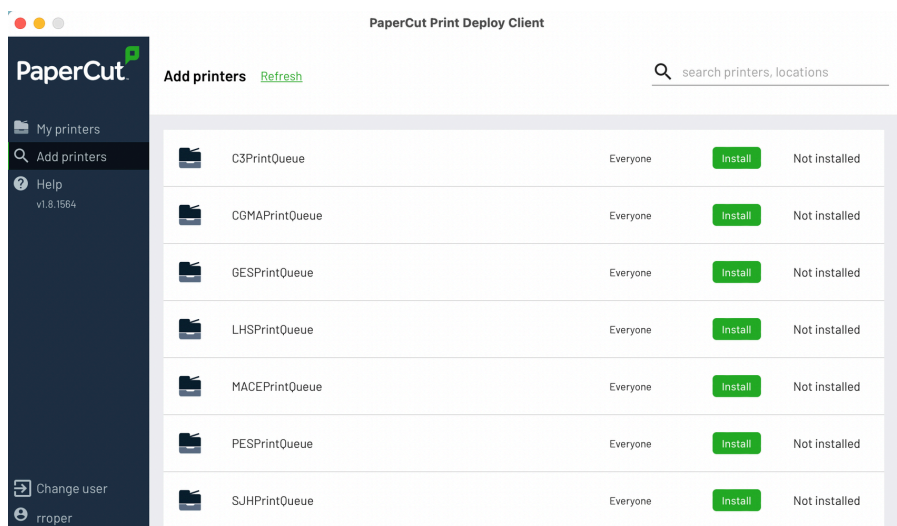
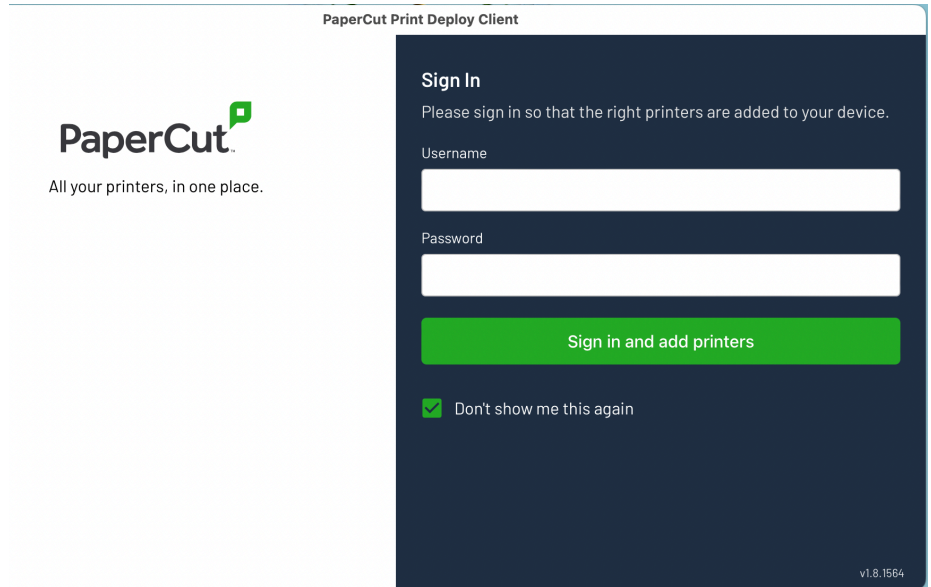


SIGNING IN

The PaperCut Sign In dialog box should appear when you log in to your computer for the first time.

USERNAME : The beginning of your email address. (do not include @sjpsb.org)

PASSWORD: The same as your Google/Email password.



ADDING PRINTERS

Click **Add Printers** on the left to add a school printer.

If you are a district level employee or service multiple schools install the **SJPSBPrint Queue** printer

To view your printers, or to add additional printers after the initial setup, you can access the PaperCut preference by clicking on the green printer icon at the top right of your screen.

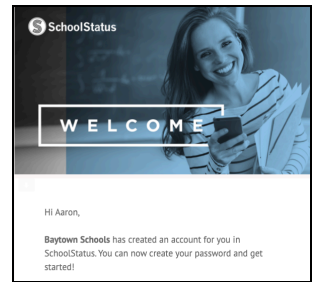


Teacher Guide to SchoolStatus

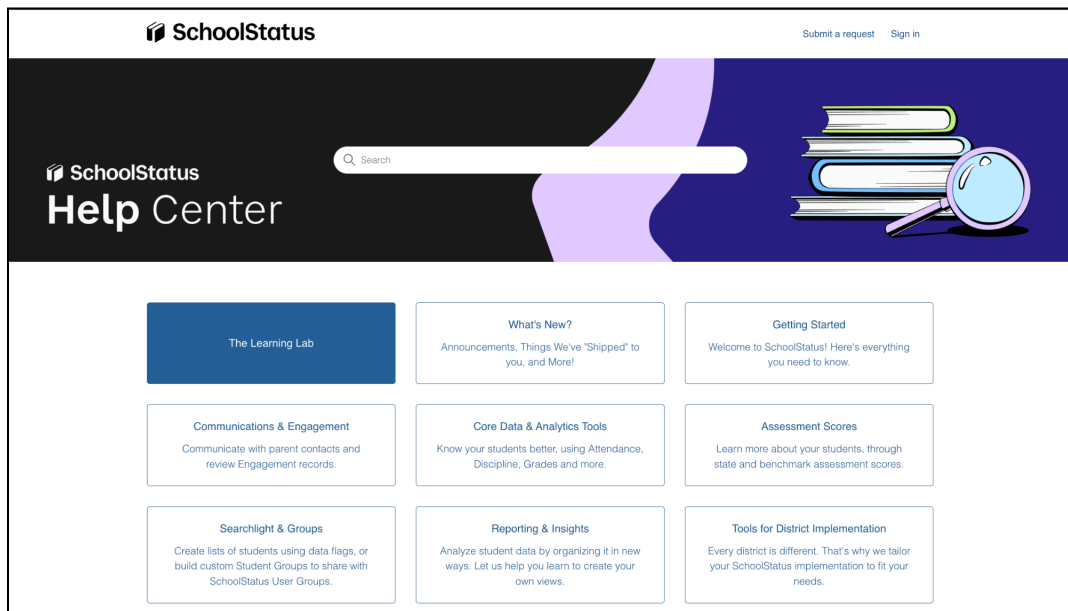
Logging in

Find your Welcome to SchoolStatus email, then finish your account creation by creating your password or using your district SSO provider to sign in.

If you haven't received a Welcome email, contact your school or district staff (or check your spam folder).



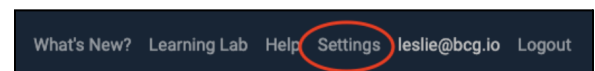
Go to the Learning Lab



Navigate to **help.schoolstatus.com**, then click on **The Learning Lab**. Begin with **Level 0 - Skim the SchoolStatus Surface** (it only takes 15 minutes). That course will give you the baseline knowledge of SchoolStatus. To take your knowledge to the next level, start **Level 1 - Dive into SchoolStatus** (this one takes 45 minutes).

Check your Settings

Click the Settings tab in the top right corner to adjust settings, such as whether you want to hear Message Notification Sounds, and setting your availability to accept incoming calls!



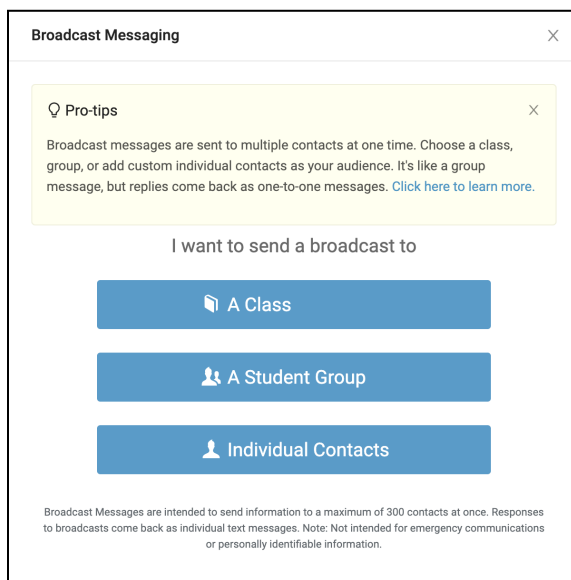
Send a Broadcast Message

Broadcasts are the easiest way to introduce yourself to parents. Start by sending a Broadcast to each class telling parents who you are and reminding them to *save your number*. This way parents will know who is calling or texting when you reach out next!



Click on Broadcasts in the bottom right of your screen, then select New Message.

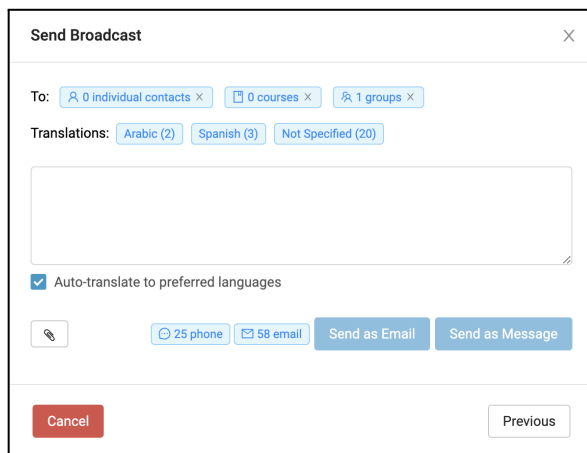
Choose your audience - a class, student group, or individual contacts - and follow the prompts to select your recipients and click Next.



The 'Broadcast Messaging' screen features a yellow 'Pro-tips' box at the top with a magnifying glass icon and a close button. The tip explains that broadcast messages are sent to multiple contacts at once and that replies come back as one-to-one messages, with a link to 'learn more'. Below this, the text 'I want to send a broadcast to' is followed by three blue buttons: 'A Class' (with a book icon), 'A Student Group' (with a group of people icon), and 'Individual Contacts' (with a single person icon). At the bottom, a small disclaimer states: 'Broadcast Messages are intended to send information to a maximum of 300 contacts at once. Responses to broadcasts come back as individual text messages. Note: Not intended for emergency communications or personally identifiable information.'

Then type your message, add an image attachment if you would like, then click Send as Email or Send as Message!

Tip: When the parent replies to your first message, this "locks in" the number that was used. If they do not reply, they will see a new number each time you send a message. Encourage parents to reply by sending an initial message with a simple request. Ex. *"Please reply Y and save me as a contact."*

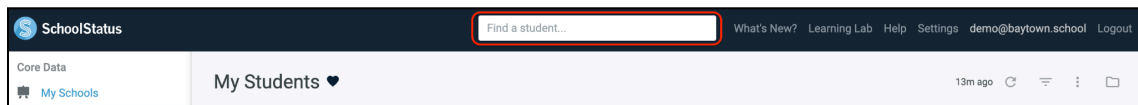


The 'Send Broadcast' screen shows the 'To:' field with three tags: '0 individual contacts', '0 courses', and '1 groups'. Below this, the 'Translations:' section has three tags: 'Arabic (2)', 'Spanish (3)', and 'Not Specified (20)'. A large text area for the message is present, followed by a checked checkbox for 'Auto-translate to preferred languages'. At the bottom, there is an image icon, two buttons for '25 phone' and '58 email', and two buttons for 'Send as Email' and 'Send as Message'. At the very bottom are 'Cancel' and 'Previous' buttons.

Note: Contacts must be marked with the Preferred Contact star on the Student Card Contacts page in order to receive a Broadcast text. For detailed instructions on how to mark Preferred Contacts, [check out this article](#).

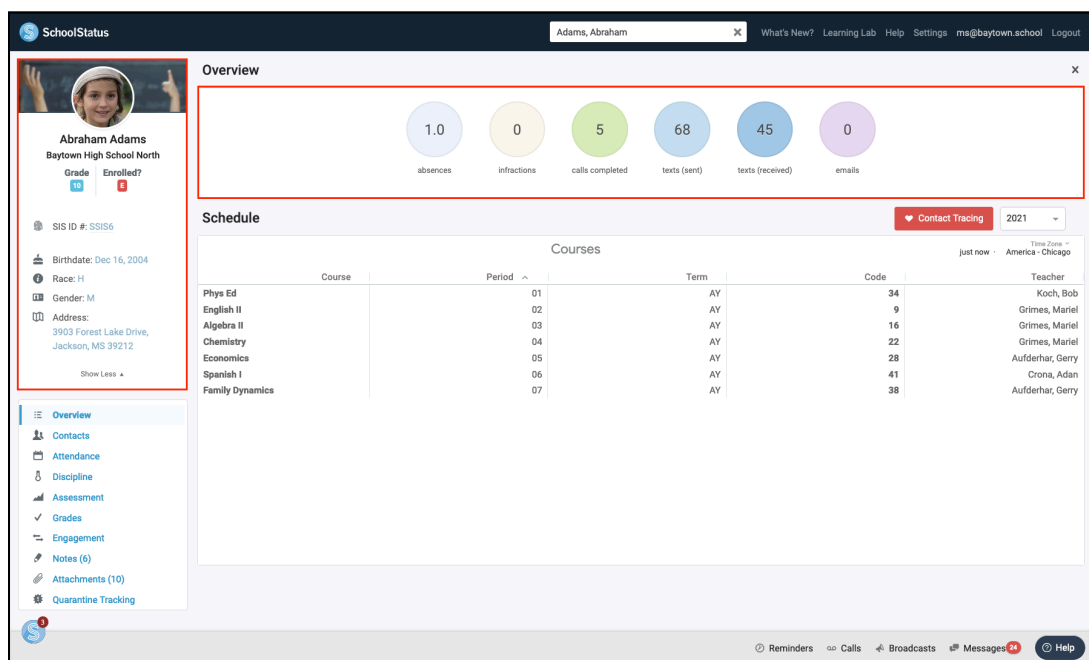
Student Card

The Student Card is a one-stop shop for data and communication information about an individual student. To open a Student Card, click the student's name anywhere you see it, or use the *Find a student* search field at the top.



You'll notice distinct areas on the left side of the student card: the Student's Demographic Information, Student Overview, and the Main Menu of data tabs. Hitting 'Show More' under the student's photo will display the Student's Demographic Information. Here, you'll see the student's ID, Birthday, Race, Gender, and Address.

The Student Overview shows at-a-glance information about a student: number of absences, number of infractions, number of calls made, number of texts sent or received, and the number of emails to that student.



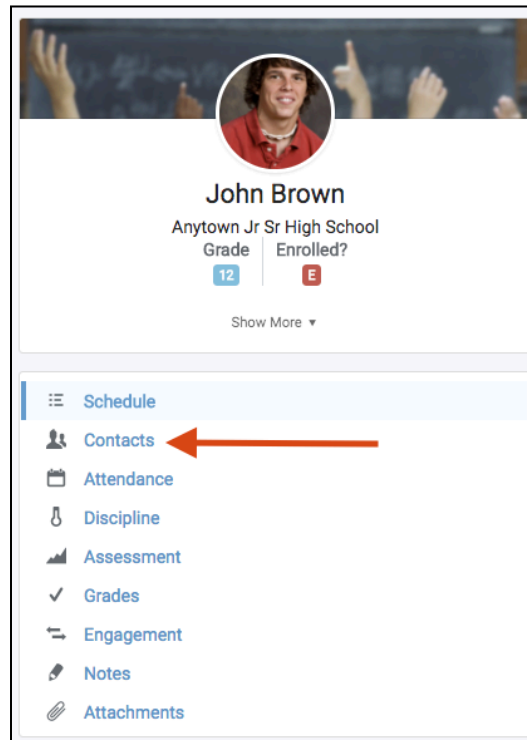
Use the Main Menu to navigate the student card. Here's a preview of what you'll find under each tab:

- **Schedule** - (synced from your SIS) - current courses and teachers
- **Contacts** - (synced from your SIS) - contact information
- **Attendance** - (synced from your SIS) - absence data
- **Discipline** - (synced from your SIS) - infraction data
- **Assessment** - (synced from various testing packages, like Renaissance, iReady, MAAP, DRA, etc.) - all available assessment data for the student
- **Grades** - (synced from your SIS) - current grade information
- **Engagement** - history of communications made using SchoolStatus, to and from this student's contacts
- **Notes** - information entered by SchoolStatus users to the Student Card
- **Attachments** - items uploaded by SchoolStatus users to the Student Card
- **Contact Tracing** - notate if a student has been in close contact with someone that has COVID-19
- **Quarantine Tracking** - notate if a student has been exposed to COVID-19

Communications

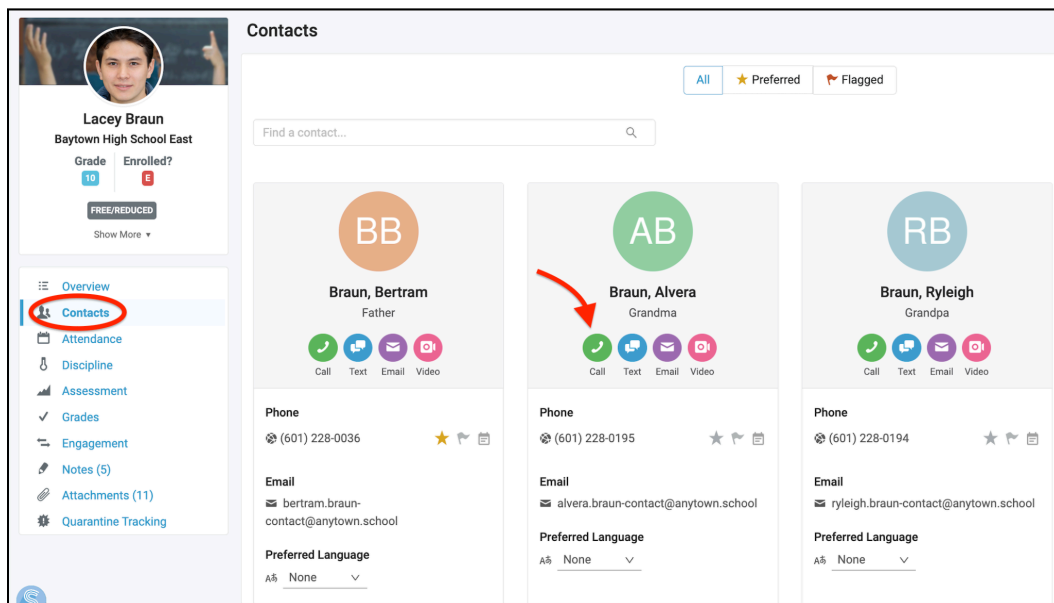
To initiate new 1:1 communications, start by opening the Student Card.

Click Contacts on the Student Card to pull up the student's parent or guardian contacts.

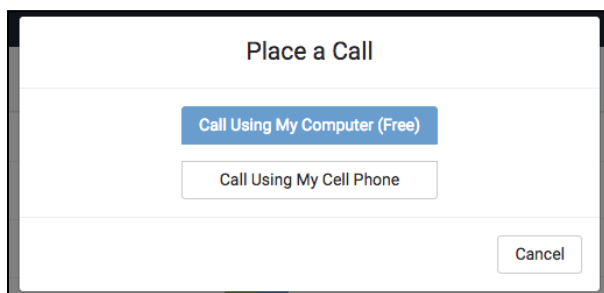


MAKE A CALL

Choose the contact you want to call and click their green phone icon.



You will be presented with two choices: Call Using My Computer (Free) and Call Using My Cell Phone.



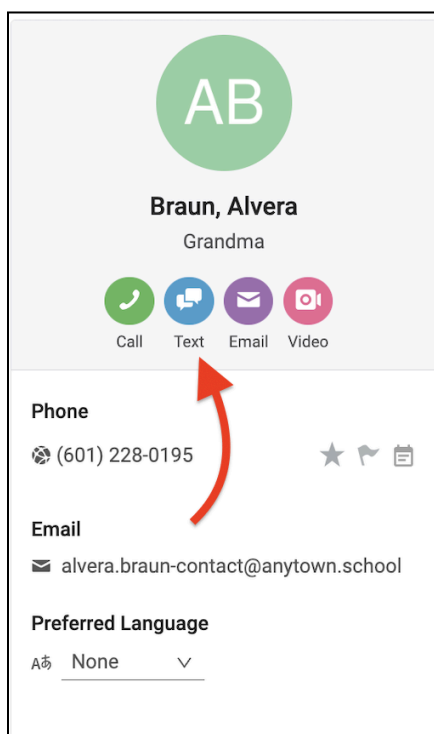
Which one should you choose?

- Call Using My Computer (Free) will require access to your computer's microphone and speakers. (Tip: an easy work around if you are missing one (or both) is plugging headphones with a microphone on the cable into your headphone jack.)
- Calling Using My Cell Phone will use cell phone minutes. (Users with "Unlimited Calling" cell phone plans would not incur additional charges.) SchoolStatus does not charge for these calls, but your cell phone provider may charge you "minutes" if your plan is not unlimited.

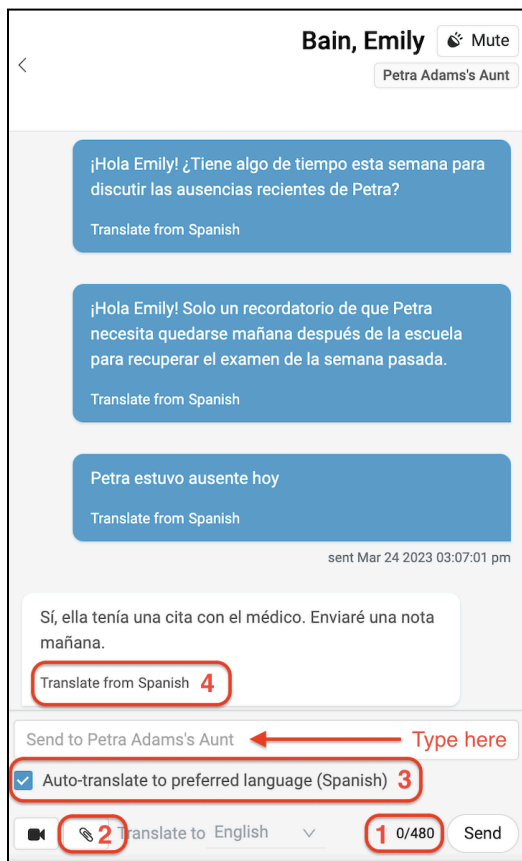
Either way, the call will connect, record, and log automatically. You will also be able to use the green tool bar at the bottom of the screen to take notes on the call, use a dial pad, mute the call, or hang up by clicking on "End Call."

SEND A TEXT

From the Contacts tab on the Student Card, select the contact you wish to text and click the blue text message icon. *Note: If the icon isn't clickable, that means the number for that contact is unable to receive text messages.*

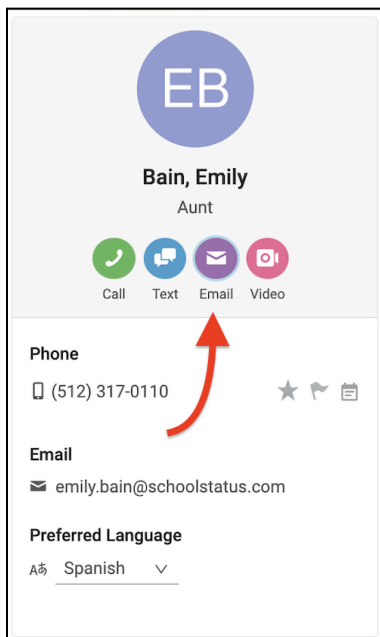


A panel for composing your message will appear, along with any message history you have with the parent. You can type up to 480 characters (1), and you're able to attach an image file by clicking the attachment icon (2). Note that it will auto-translate into the contact's preferred language unless you unselect that option (3). If the message is translated, you will receive a link for each message to translate it back to English (4).



SEND AN EMAIL

To send an email, choose a contact under the Contacts section of the student card, then select the purple email icon.



There is a place for your subject line (1), an attachment (2), and the body of the text (3). The email will automatically be translated unless you unselect that option (4). Click Send to send the message (5).

The screenshot shows a 'New Email' form with the following elements and numbered callouts:

- 1**: Subject line input field.
- 2**: Attachments area with the text 'Click or drag file to this area to attach'.
- 3**: Email body text area with a rich text editor toolbar (Bold, Italic, Underline, Bulleted List, Numbered List).
- 4**: Checkmark and text 'Auto-translate to preferred language (Spanish)'.
- 5**: 'Send' button.

Tip: When you send an email from within SchoolStatus the parent's response will appear in your email inbox (not within SchoolStatus). Continue to respond to that email chain to ensure that your conversation is recorded in SchoolStatus.

Need Support? We've got you covered!

Our help desk is available 24/7 every day of the year. There are different ways to get in touch with us.

- Chat with support in SchoolStatus
- Email help@schoolstatus.com
- Call **1-855-9-STATUS (855-978-2887)**
- Visit help.schoolstatus.com

LOGIN IN

Go to <https://sjpsb.incidentiq.com/>
Click on **Google SSO**

Sign in using your Google login
credentials

Please sign in



Google SSO

St. James Parish Schools

CREATING A TICKET

To start a new technology ticket click **+ NEW TICKET**

Select the category that best defines your issue or request.

Describe your issue or request in details then click **SUBMIT TICKET**

You will then be contacted by someone who can assist you.

The screenshot shows the incidentIQ dashboard for Julie Williams. At the top, there's a search bar and a user profile. Below, the 'Quick Tickets & Favorite Assets' section lists items like 'Defective Case/Keyboards Tickets', 'Trackpad not working Tickets', and 'Apple MacBook Air (M1, 2020)'. The main dashboard area features four summary cards: 'Assigned to me' (0 tickets), 'Assigned to others' (0 tickets), 'Unassigned' (0 tickets), and 'Resolved by me' (0 today, 0 this week). Each card has a breakdown by priority: Critical (0), High (0), Medium (0), and Low (0). A red box highlights the '+ NEW TICKET' button in the bottom center. To the right, there's a 'Your Notifications' section with links for 'View All', 'Archive All', and 'Settings'. A vertical 'Help & Tips' button is on the far right.

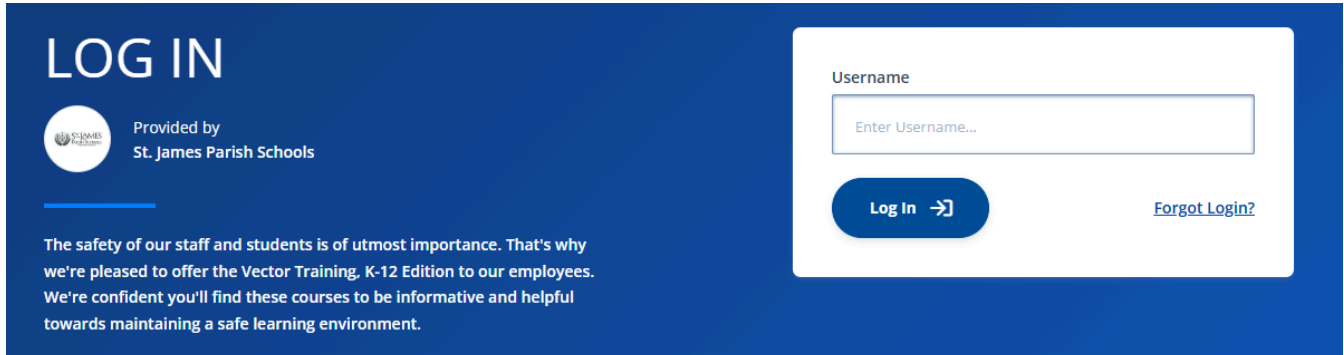
For assistance contact the technology helpdesk
email: helpdesk@sjpsb.org
call: 225-258-4497

LOGING IN

To log in, go to <https://stjames-la.safeschools.com/login>.

Type your **email address** in the username text box then click **Log In**.

No password is needed

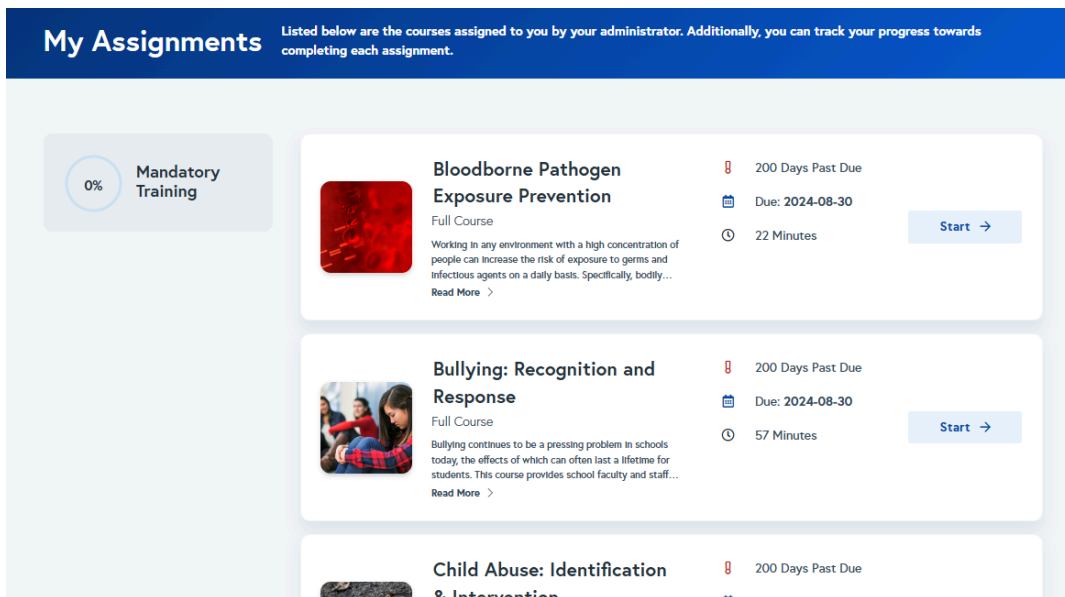


The screenshot shows a blue login page. On the left, it says "LOG IN" and "Provided by St. James Parish Schools". Below that, a message states: "The safety of our staff and students is of utmost importance. That's why we're pleased to offer the Vector Training, K-12 Edition to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment." On the right, there is a white login box with a "Username" label, a text input field with the placeholder "Enter Username...", a "Log In" button with a right arrow, and a "Forgot Login?" link.

COMPLETING ASSIGNMENTS

All mandatory training courses will be listed under **My Assignments**.

Click **Start** next to an assignment to begin. Complete each section of every course by watching the videos and completing the assessments.



The screenshot shows the "My Assignments" page. At the top, a blue header contains the title "My Assignments" and a note: "Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment." On the left, a circular progress indicator shows "0%" for "Mandatory Training". The main area lists three assignments:

Assignment Title	Course Type	Status	Due Date	Duration	Action
Bloodborne Pathogen Exposure Prevention	Full Course	200 Days Past Due	Due: 2024-08-30	22 Minutes	Start →
Bullying: Recognition and Response	Full Course	200 Days Past Due	Due: 2024-08-30	57 Minutes	Start →
Child Abuse: Identification & Intervention		200 Days Past Due	Due: 2024-08-30		

Complete all mandatory training courses by the assigned due date. If your employment hire date is after the due date, complete all assignments within 30 days.



LOUISIANA ETHICS ADMINISTRATION PROGRAM

Public servants and elected officials are required to take one hour of training **per calendar year** on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](#).



LOUISIANA ETHICS
ADMINISTRATION
PROGRAM

HomeRegistrationContact Us

Online Training Portal

Online Training is for **INDIVIDUAL USE ONLY**.

Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](#). Elected officials are additionally required to receive one hour of training per term of office on the Campaign Finance Disclosure Acts.

Enter your Username and Password

Username (E-mail): Username/e-mail address is required for login.

Password: Password is required for login.

[Forgot Password](#)

[Register \(New User\)](#)

The yearly training should be completed online at laethics.net. New users can register for the online training portal by clicking on “Register (New User)”

Once the training is completed, print the certificate and give a copy to your school administrator or secretary.

RAVE PANIC BUTTON



Emergency Safety App for Schools



ST. JAMES PARISH SCHOOLS
Inspiring Hope and Purpose

Download from the Apple App
Store or the Google Play Store
by scanning here:



Download onto a SJPS approved
iPad by visiting the Mosyle School
App and downloading Rave Panic
Button from there.

