



St. Mary Parish School Board's Substitute Handbook

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ST. MARY PARISH SCHOOL BOARD

INFORMATION

MOTTO

Every Student. Every Day. Together – We are St. Mary Parish Strong!

VISION

The vision of St. Mary Parish Schools is to provide a unified effort grounded in commitment, service, and tradition that is aimed at supporting children, families, and communities in order to thrive and prosper.

MISSION STATEMENT

The mission of St. Mary Parish Schools is to provide every student with the educational, social, and emotional support necessary to become informed and engaged citizens.

DISTRICT'S SIZE AND GROWTH

St. Mary Parish Schools, a public school district in rural south-central Louisiana, is comprised of 21 educational facilities and 1 alternative educational facility supported by 2 administrative sites.

SCHOOL CONTACT LIST

The following list is to help you contact schools when you have a sub assignment. They also list all addresses to aid in the search for driving directions.

J.S. Aucoin Elementary
739 Julia St
Amelia, LA 70340
985-631-2465

Bayou Vista Elementary
1155 Delmar St
Morgan City, LA 70380
985-395-3758

Berwick Elementary
400 Texas St
Berwick, LA 70342
985-384-8355

Berwick Jr High School
3955 Bourgeois Dr
Berwick, LA 70342
985-384-5664

Berwick High School
700 Pattie Dr
Berwick, LA 70342
985-384-8450

Boudreaux Middle (BEB)
18333 Hwy. 182
Baldwin, LA 70514
337-924-7996

Centerville High School
9225 Hwy. 182 W
Centerville, LA 70522
337-836-5103

W. P. Foster Elementary
101 Second St
Franklin, LA 70538
337-828-1905

Franklin Jr High
1600 Main St
Franklin, LA 70538
337-828-0855

Franklin High
1401 Cynthia St
Franklin, LA 70522
337-828-0143

LaGrange Elementary
2129 Chatsworth Rd
Franklin, LA 70538
337-828-1991

J.B. Maitland Elementary
1907 Federal Ave
Morgan City, LA 70380
985-384-4986

Morgan City Jr High
911 Marguerite St
Morgan City, LA 70380
985-384-5922

Morgan City High
2400 Tiger Dr
Morgan City, LA 70380
985-384-1754

M.E. Norman Elementary
900 Spruce St
Morgan City, LA 70380
985-384-0877

Patterson Jr High
225 Catherine St
Patterson, LA 70392
985-395-6772

Patterson High School
2525 Main St
Patterson, LA 70392
985-395-2675

Hattie A Watts Elementary
1307 Third St
Patterson, LA 70392
985-395-5976

West St. Mary High
18333 Hwy 182 E
Baldwin, LA 70514
337-924-7990

Wyandotte Elementary
2 Glenwood Ave
Morgan City, LA 70380
985-384-0724

STUDENT SCHOOL DAY HOURS

Substitute hours may be different from student hours. Specific beginning and ending hours for the job are stated on the automated call-out system when the position is offered and accepted. Below are the bell times for the schools; please note that substitutes are required to report prior to these times and these times are subject to change.

School	Start	Dismissal
Elementary School/Centerville High School	7:50	3:00
Middle/Jr High School	7:25	2:30
High School	7:25	2:30

GENERAL SUBSTITUTE INFORMATION

GENERAL INFORMATION

***All substitutes must sign in at the front office upon arriving to the assignment. While in the office, the substitute must request a key to the classroom so that the room could be secured in the event of an emergency, i.e. lockdown. Please understand, that you may be asked to leave your driver's license or your own car keys at the front desk to ensure the classroom key is returned at the end of the day.**

Professional behavior is expected. Caution should be used in expressing personal opinions. Under no circumstances should the substitute criticize a regular teacher or encourage students to criticize others. Comparison of populations or neighborhoods should be avoided. Complaints or comments should be directed to the principal.

The substitute teacher is expected to be on duty the entire day (same hours as regular teachers). You may not leave the school campus at any time during the day. In case of a personal emergency, notify the school administration.

Money should not be collected from students unless the substitute is instructed to do so and told where/how to deposit the money by the end of the day.

The substitute should follow the regular lesson plans of the teacher unless otherwise instructed. Any deviation from these plans should be described to the regular teacher. Leave brief notes about class behavior, helpful and disruptive students, and significant information about the lesson.

Responsibilities of the regular teacher are expected to be performed by the substitute. These might include playground, lunchroom, hallway, or parking lot/bus duties. Substitutes are not responsible for parent conferences.

****Per the Americans with Disabilities Act, if you require a reasonable accommodation to perform any of the duties of the teacher, please contact the Human Resources Dept. at 337-836-9661.**

The substitute should not assign written work and leave it to be graded, except at the regular teacher's request. No grades should be recorded in the grade book except as instructed in a long-term assignment.

Dress and grooming should meet professional standards while being comfortable and suitable for the day's assignments. Substitutes, like all district personnel, should model appropriate dress and grooming.

Availability and flexibility are important! Administrators appreciate dependable and consistent substitutes.

***Sign out with the front office at the end of the day and exchange the classroom key for the personal item you were requested to leave.**

QUALIFICATIONS

The St. Mary Parish School Board encourages all members of the community with a love and understanding of education to apply to become a substitute teacher.

Substitutes must be at least 18 years of age and must have proof of a high school diploma or equivalent.

All substitute teachers are required to have an active and valid email address prior to attending the substitute training.

Applicants with foreign degrees or certifications must have them evaluated by the district.

EMPLOYMENT

Employment of a substitute occurs on an as-needed basis for the St. Mary Parish School Board. Individuals desiring employment as a substitute teacher in the St. Mary Parish School System are required to complete an online application. Along with the application, a copy of the applicant's driver's license and social security card, proof of the highest level of education achieved, and state and federal income tax withholding forms will also be collected. The applicant will also make themselves available for fingerprinting that will result in the St. Mary Parish School Board obtaining a complete state and federal background check according to LA R.S. 15:587.1. Applicants must also attend a Substitute Teacher Orientation. Upon successful completion of the preceding steps, the applicant will be placed on the substitute teacher list with SMPSB.

To comply with the Affordable Care Act, substitutes will be restricted to work 129 hours or less in any given month; however, exceptions will be made for long-term assignments.

In order to remain active as a substitute within the St. Mary Parish School System, all substitutes are expected to work at least 4 times a semester. Substitutes who are inactivated due to not working within the semester will have to reapply and attend a new substitute teacher training.

Substitutes will remain on the substitute list with SMPSB for the *next* school year. Substitutes are not entitled to unemployment benefits during the summer months.

DRESS CODE

All employees are required to dress in a manner that reflects a professional appearance while appropriate for the position for the employee's specific job assignment. Questions should be referred to the campus administrator. **See policy File: GAMB.**

RETIRED EMPLOYEES

A retired teacher is defined by the LA R.S. 11:710(A).

Teachers who retired prior to July 1, 2010, can work with no earnings limitation.

Teachers who retired on or after July 1, 2010, may substitute as a PreK-12 classroom **teacher** or **tutor** after fulfilling their waiting period requirement. However, there will be a 50% earnings limitation. You can contact TRSL at 225-925-6446 for more information about your waiting period and earnings limitations.

If you are or have ever been, a member of the Teachers' Retirement System of Louisiana (TRSL) of the Louisiana School Employees' Retirement System (LSERS), please contact Mrs. Tori Prados, Retirement Clerk at 337-836-9661.

RESPONSIBILITY OF SUBSTITUTES

All substitutes are expected to perform the job duties assigned to the position for which they are substituting. All substitute assignments are made through the Frontline Substitute System. If an administrator or teacher requests a specific substitute, every effort will be made to contact that substitute. However, the assignment is not official until confirmed by a job number that has been issued to the substitute. Substitutes must always sign in at the front office upon arriving to the assignment. The substitute's signature serves as physical proof of attendance. Substitutes should also review their jobs in Frontline to ensure assignments have been entered into the system.

The substitute is responsible to notify the Human Resources Department of any criminal charges and/or arrests that occur while employed as a substitute with the St. Mary Parish School Board. The Human Resources Department will make the determination of how the charge/arrest will impact the employment of the substitute.

SCHOOL ADMINISTRATOR'S DISCRETION

School Administrators have the discretion to move any substitute to a position that he/she feels has a greater need that will result in higher success in learning for the students. Failure to follow a school administrators' directive is considered insubordination and can result in one of the following: 1) Removal from the school site by an escort, 2) Removal from the school's substitute pool, and/or 3) Removal from districts' substitute pool.

PROHIBITED ITEMS ON SCHOOL PROPERTY

Smoking or using tobacco products on district premises, in district vehicles, or at school-related activities is prohibited. Possession or use of illegal drugs, alcoholic beverages, and/or dangerous weapons is prohibited. **For more information, see Policy Files: GAMA & GAMD**

TECHNOLOGY USAGE

Generally, substitutes do not have access to the district's technology, with the exception of some long-term positions. When using the district's technology, substitutes are required to comply with the district's Electronic Resources Policy. **For more information, see Policy File: GAMI & GAMIA**

PREFERRED LIST

When a substitute performs exceptionally well at a school, the school administrator may place them on the "Preferred List" for that school. The preferred list allows the substitutes on the list to be called for open jobs before the general callout.

DO NOT USE LIST

When a school administrator requests that a substitute no longer substitutes at his/her school, he/she will add the substitute to the "Do Not Use List". This will prevent the substitute from receiving calls for available jobs from these schools. If the Human Resources Department receives three "Do Not Use" requests on a substitute, they are removed from the substitute system, and they will no longer be able to substitute for the St. Mary Parish School Board.

REMOVAL FROM THE SUBSTITUTE SYSTEM

Failure to comply with district policies, the guidelines established in the substitute handbook, and/or the expectations of the school administrator may result in an adverse employment action against the substitute including, but not limited to, termination and/or removal from the district's substitute system.

Other actions that may result in removal from the substitute system are:

- Three "Do Not Use" forms submitted by a principal/campus administrator, as stated above.
- Any single incident determined by the district to be inappropriate in carrying out the substitute's responsibilities, including leaving a job assignment without notifying the administration.
- Multiple cancellations by the substitute on the day of the assigned jobs.
- Working less than 4 times a semester during the school year.

A substitute can also request to have themselves voluntarily removed from the substitute system by completing a Voluntary Removal Form, available by contacting the Human Resources Department.

SUBSTITUTE PAY PRACTICE

Teacher

Non-Degreed	\$70.00 per day
Associates Degree	\$85.00 per day
Degreed (4-year degree or higher)	\$100.00 per day

*LTS Teacher (after 20 consecutive days for the same teacher in the same position) shall be paid as follows:

Non-Degreed	\$140.00 per day
Associates Degree	\$170.00 per day
Degreed (4-year degree or higher)	\$247.25 per day

Paraprofessional

Non-Degreed/Degreed	\$10 per hour
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*LTS Paraprofessional (after 20 consecutive days for the same paraprofessional in the same position) shall be paid as follows:

Non-Degreed/Degreed	Step 1 of appropriate salary schedule
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***Upon completion of the long-term assignment, the substitute will return to the regular daily rate.**

PAYROLL SCHEDULE

Substitute payroll is processed on the last working day of the month for all days worked during the **previous** month. All substitutes must be enrolled in direct deposit to receive payment from SMPSB. It is advised that you maintain a work record of the dates you worked in case of discrepancies. Deductions taken out of your check include Federal and State income taxes, Social Security, and Medicare. To change these deductions, you may complete a W4 (Federal) and/or L-4 (State) form through Frontline.

EMPLOYEE SERVICE PORTAL

All check stubs can be accessed through our employee service portal at <https://stmaryk12.erpling.com/ESP/>. You will have to create an account using your personal information and your employee number which will be sent to you through your Frontline Welcome Letter.

INCLEMENT WEATHER

As soon as a decision to close schools have been made by the Superintendent of Schools, the staff uses a variety of means to relay the information to the general public. The most expedient means of communication is by listening to the local TV and radio and/or checking the St. Mary Parish District webpage.

Substitutes will not be paid for days when schools are closed suddenly due to inclement weather unless you have reported prior to the close of schools.

STUDENT ILLNESS OR ACCIDENTS

If a child becomes ill while at school or has an accident, the child should be sent to the nurse/campus administrator's office. In the case of a serious illness, accident, or injury, do not move the student, send for the school nurse or administrator immediately. **Under no circumstances should a substitute teacher administer medicine to a student.**

If the substitute is involved in an accident on campus, report it to the administration immediately.

FIRE AND EMERGENCY DRILLS

When the substitute reports to school and signs in at the office, the substitute must request a classroom key to secure the classroom in the event of a lockdown. The emergency procedures are posted in every classroom and include procedures for Medical Emergencies, Tornado Warnings, Evacuations, and Shelter in Place. The substitute should familiarize themselves with these procedures. If there is a fire drill during your assignment, be sure to bring the roll book to the designated area and take attendance. If it is discovered that a student is not with the class, immediately contact administration or designate.



LOCKDOWN

WHOLE SCHOOL—LOCKED DOWN—LIGHTS OFF—STUDENTS AND STAFF REMAIN OUT OF SIGHT!



EVACUATION

WHOLE SCHOOL—EXIT USING FIRE EXITS—REPORT TO ANNOUNCED EVACUATION SITE AS QUICKLY AS POSSIBLE!



CAUTIONARY

WHOLE SCHOOL—REMAIN IN CLASSROOM OR REPORT TO CLASSROOM IMMEDIATELY—TEACHING AND LEARNING CONTINUE—NO ONE ALLOWED IN HALLWAYS—INCREASED AWARENESS

EXTRA DUTIES

The substitute may be asked to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, lunch and hall duty, or other special assignments.

CONFERENCE/PLANNING PERIOD

The substitute will follow the daily schedule of a teacher, which includes a conference or planning period. A substitute may be asked to cover/perform other duties and responsibilities as needed by the principal during the day. **Substitutes are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period.** **THE SUBSTITUTE MAY NOT LEAVE CAMPUS EARLY IF THE LAST PERIOD OF THE DAY IS THE CONFERENCE/PLANNING PERIOD UNLESS THEY HAVE THE APPROVAL OF THE PRINCIPAL!**

FRONTLINE

GENERAL INFORMATION

St. Mary Parish School Board uses an automated service that greatly simplifies the process of finding and managing substitute jobs in the district. This service from Frontline Education utilizes both telephone and internet to assist you in locating jobs. The Frontline Absence Management solution is available 24 hours a day, 7 days a week.

Web Access

Once you are entered into Frontline Education, you will receive a personal invitation email with the subject line: St. Mary Parish School Board invites you to Absence Management.

- If you have an existing Frontline ID account click “Sign in with your Frontline ID.” Otherwise, click “Create a Frontline ID.”
- Create a username, password, and email address, and click “I accept the terms and conditions.”
- Then click “Create Frontline ID” and you are in!

You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the internet at app.frontlineeducation.com.

Telephone Access

You can interact with the Frontline system via a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.

The system will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Absence Management service may call for substitutes: 5:30 am-11:59 am in the morning and 4:30 pm-9:30 pm in the evening.

You will be issued an ID number and a PIN number.

When you accept a job, you will be issued a confirmation number. **Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.**

Mobile App

Frontline Education has introduced a mobile app for substitutes, which can be downloaded through the iOS App Store or Google Play at no additional cost.

This means that you have access to view and accept jobs using your smartphone. We highly recommend that you download and use the app, as it will make searching for and accepting sub-jobs easier and quicker.

Getting Started

- Download the Frontline Education app
- Click Get Started
- Enter your Frontline ID account and password
- Click Sign In

Available Jobs

The homepage posts potential job assignment opportunities. From here, you can select the View all Available Jobs link to reference a comprehensive list of all potential jobs in your district. The “Available Jobs” page includes a comprehensive list of any assignments that have been posted by employees within your district. Tap on a specific assignment if you wish to learn more about it.

Accepting a Job

If you wish to accept the job, click the Accept button at the bottom of the page. Once the “Accept” option is selected, the app will provide a confirmation number and verify that you successfully accepted the assignment.

Menu/Side Navigation

- Available Jobs-reference all available jobs within your view.
- Calendar- View the dates for any previously worked assignments, as well as upcoming, accepted jobs.
- Inbox-Review any received web alerts from your district.
- Help Center-Access online help resources.
- Settings-Review your current district’s details and user preferences or log out.

CLASSROOM MANAGEMENT SKILLS

CLASSROOM MANAGEMENT AND ORGANIZATION

Addressed here are some key principles of successful classroom management and some specific tips to help in making tough decisions that substitutes face daily. With experience, you will devise strategies of your own for gaining students' cooperation and attention.

- Check in early and determine if there are any special instructions, "special needs" students, or special events for the day.
- Correct students in private and praise in public.
- By arriving early, you will have time to review the teacher's lesson plans and possibly meet the teacher next door whom you may have to call on for assistance.
- As you review the lesson plans, make sure the materials are available. If they are not, ask the office staff, or the teacher next door.
- When the bell rings, be standing by the door or in the front of the room to greet the students. You are in charge. For elementary grades, you may need to go get them from a designated area.
- Look ready for the day to start, because it has!
- FIRST—don't begin speaking until you have everybody's attention. Introduce yourself as their teacher for the day. Establish your credibility as a teacher.
- Discuss your plan and procedures for the class and stick to them. Firmness and consistency are the key.
- Calling students by name helps them pay attention to your directions. If this is a difficult task for you, make a seating chart if one is not available.
- It is important to continually reinforce behavior standards in class. Many teachers will have classroom rules posted. If not have your own ready. List them on chart paper or the board.
- Do not respond to students who speak without raising their hand. It is very important to reinforce those students who do raise their hand, by giving them positive and specific praise.
- Generally, reinforce behavior you want and do not condone behaviors that are inappropriate.
- The teacher expects to have an activity completed. Do not let the students talk you out of it.
- Your effectiveness as a substitute is largely based on how well you run the class according to the teacher's instructions.
- The filler or sponge activities that you bring with you are to be used when the assigned work is completed.
- Keep a record of student behavior throughout the day.
- Do NOT curse or put your hands on any student.

Prevention is 80% of your success for each class. Be confident, firm, assertive, positive, and accept only appropriate behavior.

BEHAVIOR MANAGEMENT TIPS

- Expect good behavior. Express to students your expectations.
- Be a positive role model for your students.
- Your success in the management of behavior is frequently related to how you speak to students as well as what you say students.
- Feedback is a very effective way to help a student change his/her behavior; feedback about incorrect behavior often eliminates the problem.
- Consistent teacher discipline provides for a predictable environment which is directly linked to a feeling of security. A feeling of security allows a student to center energy on a task.
- Research shows that many teachers consistently lost 1/3 of the instruction hour to behavior linked to a feeling of security.
- It is much more sensible to prevent problems (know your discipline plan and procedures) than to cope with them after they have become intolerable.
- Behaviors that are disturbing to the class or which might result in harm to the child or to others must be effectively suppressed.
- Children who are punished without an appropriate warning can become insecure and often belligerent and hostile.
- After a consequence has been administered, it is very important for the teacher to look for some behavior in the child that can be praised or given a word of encouragement. This focuses the consequence on the deed and not the doer.
- Develop more than one consequence for any rule violation. Remember to be fair. It is appropriate to issue a different consequence to meet different student needs. Make sure that concept is explained to your students to start the school day.
- Take time to talk with a student who has not complied with the campus rules or classroom rules. Explain what he/she has done and what he/she can do to improve his behavior. Have the student acknowledge the inappropriate behavior and accept ownership.

DISCIPLINE

- Become familiar with basic district discipline policy.
- **Never** leave your classroom or students unattended.
- Start the day (class) promptly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that “anything doesn’t go.” The substitute’s first words and actions go a long way to set the day’s discipline. You must command respect with your actions. Have a plan for them; otherwise, they will have a plan for you.
- Be firm, but **low-key** when handling disruptions. Plan not to lose your temper (lose your temper=lose control).
- Don’t take student verbal attacks personally; you are not usually the real target.
- Offer students options when possible rather than issuing ultimatums.
- Make consequences clear and consistent, but never threaten or physically handle a student.
- Deal with the individual rather than the group when discipline is necessary.
- If you must send a student to the office, send a note which describes the problem and your attempts to solve it. Also, call the office to let them know to expect the student.
- Whenever possible, give each student a clean slate every day.
- Monitor students going to and from the cafeteria as well as inside.
- Monitor lining-up of students – receive your students on time at the end of every recess.

Discipline Continued

- No talking, running, or playing in the hallways
- Do not allow students to touch or use the teacher's supplies, unless the teacher directs you to use them.
- Do not place students outside of the classroom.
- Do not place students on their knees.
- Monitor behavior going to the bus area upon dismissal.

HOW DO I SUBSTITUTE TEACH?

- Sign in at the front office and record the job number you received from the substitute system. You must leave your Driver's License or car keys with the secretary in exchange for a classroom key.
- Arrive on time to get organized and prepared for class. (If you accepted a job after it has started, call the school and let them know you will be there in a reasonable amount of time.)
- Always meet with other teachers whenever possible. Usually, they will provide pertinent information or offer assistance to you during the day. They can discuss with you any extra responsibilities such as lunch, playground, etc.
- Review lesson plans and the daily schedule of activities. If lesson plans are not available, notify a school administrator or neighboring teacher (if the school administrator is not available).
- Greet the students as they enter the room.
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher's absence.
- Check the roll and handle other routine matters (lunch count, before and after school duties, etc.)
- Begin lesson plans as quickly as possible.
- Move among students while they are working. Let them understand that they are expected to finish their work. Sponge/Filler activities are to be used only after regular teacher's lesson plans have been completed.
- Help students check their own work if possible.
- Leave collected papers on the teacher's desk. Attach a note if some are missing and include an explanation regarding why the papers are missing.
- Indicate which lesson plans have been completed. Make a note of plans that have not been completed.
- Seek guidance from neighboring teachers.
- Make a note of anything unusual that may have happened.
- Be sure the classroom is left in the same condition as was found at the beginning of the day.
- Sign out with the front office at the end of the day. Request your Driver's License or care keys in exchange for the classroom key.

ADVICE TO MAKE YOUR DAY EASIER

How to have a pleasant, productive day and be asked to return:

- Use a work record to keep a daily calendar to keep track of your assignments.
- Secure a regular folder in which to store your calendar and other forms.
- Create a substitute teacher “supplies bag” with markers, chalk, a whistle, scissors, tissues, alternate lessons, etc.
- Prepare directions to schools ahead of time, so that you can leave promptly in the morning when you’re called, you want to arrive early.
- When you arrive at the school, collect from the office anything the teacher has left for you.
- As closely as possible, follow instructions from the classroom teacher.
- Keep a list of any helpful students and of disruptive students, as well as any changes you made throughout the day.
- Clean up the room thoroughly, straightening desks and generally leaving the room better than you found it.
- Say goodbye to the secretary and, if you enjoyed your day, tell her so and that you would like to return soon.
- **Be flexible.**
- Become familiar with the routine of the school, including policies, rules, and the curriculum.
- During the planning period, be prepared to assist in the school office, cover the class of another teacher who is absent, and monitor student common areas such as playgrounds or lunchrooms.
- Seek guidance from a school administrator in any unusual situation.

WORDS OF WISDOM

These are some words of wisdom from veteran substitute teachers.

- Get acquainted with the teacher next door. Ask him/her for information regarding the schedule, general policies, and procedures.
- The teacher’s lounge can be a great place to make contacts; socialize and eat your lunch with the staff.
- Set your behavior expectations early in the day and stick to them, or the students will, most likely, take advantage of you.
- **A substitute teacher is expected to observe the privacy rights of pupils and the ethical codes of the teaching profession.**
- Be flexible. Be patient.
- Look like you’re in charge.
- If a student says that the regular teacher “lets us,” assume the opposite.
- Expect the unexpected and you’ll never be surprised.
- Compliment students whenever possible.
- Dress for success: you do not get a second chance to make a first impression!

REMINDERS

- Be pleasant, excited, and positive; motivate students.
- Do not teach from a lounging position behind the desk. Walk around and give individual help when needed.
- Do not leave students unsupervised at any time.
- Teacher should be the last one to leave the classroom.
- Do not allow students to open/close windows or turn A/C or fans on-off.
- You must always be on time. Meet students at the doorway.
- Classroom discipline—be fair and firm, set rules at the start of the day.
- Report vandalism immediately.
- All accidents must be reported to the office. There is a form to be filled out.
- Keep rooms in order. Allow and remind students to keep their desk area neat.
- No students in the classrooms at recess unless supervised by a teacher.
- Keep students busy at all times. This will eliminate many discipline problems.
- Use sponge activities to soak up any extra time remaining between lessons.
- Do not let students file or grade papers.
- Do not allow students to take names.
- Do not give lines as punish work.
- Do not punish the entire class. Punish only the guilty students.
- Cell phone use is not permitted in the classroom or any area where students are present.

SAMPLE SPONGE ACTIVITIES

Beginning of Class Sponges

- Be ready to tell a playground rule.
- Be ready to tell the names of the children in our class which begin with “J” or “M”, etc.
- Be ready to draw something that is only drawn with circles.
- Be ready to tell a good health habit.
- Have a color word on the board. Have children draw something that is that color.
- Flash fingers children tell how many fingers.
- Say numbers, days of the week, month – and have children tell what comes next.
- “I went to a sporting goods store and I bought...” each child names an item.
- What number comes between these two numbers 31-33, 45-47, etc.?
- What number comes before/after 46, 52, 13, etc.?
- Have a word written on the board. Children make a list of words that rhyme.
- Have a word written on the board. Children list words with the same long or short vowel sound.
- Put spelling words in alphabetical order.
- Count to 100 by 2’s, 5’s, 10’s, etc. – either oral or written.
- Use T squares to drill math fundamentals.
- Think of animals that live on a farm, in the jungle, in water, etc.
- Give names of fruits, vegetables, meats, etc.
- Hangman, using the names of the children in the class or colors or numbers.
- Play Simon Says.
- List things you can touch, things you can smell, big things, small things, etc.

- List the colors you are wearing.
- Clapping games.

Dismissal of Class Sponges:

- “I Spy” – who can find something in the room that starts with “M”, “P”, “O”, etc.?
- Who can find something in the room that has the sound of a short “a”, long “a”, etc.?
- Number rows or tables. Teacher Signals # of a table with fingers; children leave accordingly.
- Those children who have all crayons put away may leave now, etc.
- Count in order or by 2’s, 5’s, etc.
- Say the days of the week, the months of the year.
- What day is it, what month is it, what is the date, what is the year, how many months in a year, how many days in a week, etc.?
- Use flashcards. A first correct answer earns dismissal.
- To review the four basic shapes, place each child’s name on an object in the room either in the shape of a triangle, circle, square, etc.
- Say a word that begins or ends with certain consonants, blends, etc.
- Dismiss by color of eyes, color of clothing, type or color of shoes, month of birthday, season of birthday, beginning letter of first name, beginning letter of last name.
- Name an object that begins with “B”, “C”, etc. pretend you are this object as you leave.
- What will we remember for tomorrow?

Middle/Jr High School Sponges

- List the continents of the world.
- Makeup three names for rock groups.
- Name as many kinds of windstorms as you can.
- Take a number. Write it down. Now make a face out of it.
- Name as many gems or precious stones as you can.
- Write the names of all the girls in the class.
- Name as many teachers at this school as you can.
- List as many states as you can.
- Write: (a) an abbreviation (b) a Roman numeral (c) a trademark (d) a proper name (biographical) (e) a proper name (geographical).
- How many countries and their capitals can you name?
- How many baseball teams can you name?
- Write down as many cartoon characters as you can.
- List as many kinds of flowers as you can.
- List all the things in your living room.
- Write what you would do if you saw an elephant in your backyard.
- Name as many kinds of ice cream as you can.
- List five parts of the body above the neck that have three letters.
- List one manufactured item for each letter of the alphabet.
- List as many nouns in the room as you can.
- List the mountain ranges of the U.S.
- Make a list of five things you do after school.
- List of proper nouns for each letter of the alphabet.

- Name as many holidays as you can.
- Name as many balls as you can that are used in sports games.
- List as many U.S. presidents as you can.
- List all the work tools you can think of.
- List as many models as you can.
- Name all the colors you know.
- How many animals can you list that begin with vowels?
- List as many kinds of trees as you can.
- List as many kinds of transportation as you can.
- Name as many personal pronouns as you can.
- How many different kinds of languages can you name?
- Name as many things as you can that are made of cloth.
- Name as many things as you can that you can wear on your head.
- List all the musical instruments that begin with "T".
- Name as many TV game shows as you can.
- Name as many breeds of dogs as you can.
- Scramble five spelling words, trade with someone, and unscramble them.
- List as many kinds of soup as you can.
- List all the places you find sand.

High School Sponges

- List as many breakfast cereals as you can.
- Make a list of the ten largest things you know.
- Name as many planets as you can.
- List all the foods you can that are blue.
- List all the sports you can think of.
- List all the foods you can that have milk in them.
- Name as many rock groups as you can that begin with the letters A-F.
- Name all the models of Nissan cars that you can think of.
- Name all the parts of speech and give an example of each.
- Why were these years important: 1492,1606,1776,1812?
- Which TV series can you name that have high school-aged characters as regulars?
- Name as many airlines as you can/
- Name as many islands as you can.
- Name all the types of musical instruments you think of.
- Name all the foods you can think of that contain protein.
- Name as many kinds of fish as you can.
- Name all the words you can that begin with the prefix "in".
- Name all the countries that have the letter "E" in them.

FREQUENTLY ASKED QUESTIONS (FAQ)

SUBSTITUTING

What do I do if I show up for a job assignment and someone else is there with the same job number?

This is possible. Only one job number is assigned to a substitute. The substitute that is in Frontline as accepting the job will be able to stay for that job number.

I accepted a job, but when I got to the school, I was told it was canceled. What should I do?

Ask the school if there is another assignment that is in need of a substitute that day. If not, log into Frontline and search for other available jobs.

How do I stop the system from calling me if I am doing a long-term assignment?

The school or teacher must create an absence in Frontline for the proposed duration of the assignment and provide you with a job number. This will prevent calls for that time period.

What does prearrange mean?

A verbal agreement is made between you and the principal or the teacher (that has been approved by the principal) that you will substitute on a particular day. You must receive a job number from the school before reporting.

I misplaced my username and password. How can I get it again?

Go to www.frontlineeducation.com and click forgot username or password. If you still need assistance call Human Resources at 337-836-9961.

How often do I have to work to remain active in Frontline?

It is important that our students have the support they need. In an effort to ensure this happens, we are requiring that you work at least four times a semester to remain an active substitute.

Can we leave the school premises during our lunchtime?

No.

I am subbing at a school for one day, and the teacher has a planning period. What should I do during this time?

When arriving for an assignment, speak to the front office for an assignment to do during that time frame. They may assign hall duty, bus duty, working in the front office, etc. if no assignment is given, ask to observe a full-time teacher to gain effective strategies. If this period is at the end of the day, you must stay until school lets out. This does not mean you can leave early.

Do I need to remember my job number?

Yes. The job number is your confirmation that you have accepted the job.

Can an employee assign or request me for his/her absence?

At this time, no.

I am registered with the substitute system. What do I do now?

We suggest you familiarize yourself with the system and update your email address over the web.

HUMAN RESOURCES

If I no longer wish to be a substitute for St. Mary Parish School Board, what do I have to do?

Please request the Voluntary Removal Form from Tori Prados – tprados@stmaryk12.net or Stacie Burke-sburke@stmaryk12.net .

Are jobs offered to substitute teachers during the summer?

No.

Do substitutes get badges?

Substitutes do not get picture badges. Some schools will provide you with a substitute badge that you must return at the end of the day. If you are hired as a long-term sub, the administrator of the school in which you will work will instruct you on the procedure of getting a school badge.

PAYROLL

I did not get paid for all the hours I worked. What should I do?

First, contact the school that you are missing pay for the day(s) worked. If they cannot resolve the issue, contact the human resources department at 337-836-9661.

IF I HAVE QUESTIONS, WHO DO I CALL?

Contact the **SCHOOL** directly...(see page 5 for school contact numbers)

- If you are ill or not able to work for some reason
- If you need to clarify the assignment (teacher and location)

Contact the **SCHOOL ADMINISTRATOR**...(see page 5 for school contact numbers)

- If you have encountered any problems during a specific assignment
- If you become ill and need to leave during an assignment

Contact the **HUMAN RESOURCES DEPARTMENT**...(337-836-9661)

- If you think you have an error in pay and the school cannot assist you

Contact the **PAYROLL DEPARTMENT**....(337-836-9661)

- If you need to change your direct deposit info

Contact the **FRONTLINE SYSTEM**....(www.frontlineeducation.com)

- If you have technical issues

POLICIES

FILE: EFAB
Cf: [EFA](#), [GAMIA](#)
Cf: [GBRA](#), [IFBGA](#)

EMPLOYEE USE OF SOCIAL MEDIA

The St. Mary Parish School Board recognizes interactive online media as an important means of communication in today's society. *Social media* is defined as a form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media includes any form of online publication or presence that allows interactive communication, including but not limited to social networks, blogs, websites, virtual worlds, video-sharing sites, online forums, and any other social media venue generally available to the public or consumers that does not fall within the School Board's technology network.

The St. Mary Parish School Board acknowledges that employees may engage in the use of social media during their personal time. Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. All employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes.

As practicable, the St. Mary Parish School Board shall provide access to secure social media tools and other approved technologies for use during instructional time and for school-sponsored activities in accordance with policies [EFA, Computer and Internet Use for Employees](#), and [IFBGA, Student Computer Access and Use](#).

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees shall always maintain a professional relationship with students in accordance with policies [GAMIA, Electronic Communications Between Employees and Students](#), and [GBRA, Employee Conduct](#). All electronic communications with students who are currently enrolled in the school district must be school-related and within the scope of the employees' professional responsibilities unless otherwise authorized by School Board policy. School personnel using School Board-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet shall abide by all policies governing such activities. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes shall obtain prior written approval from the Superintendent or his/her designee and principal and meet any applicable requirements of policies [EFA, Computer and Internet Use for Employees](#), and [IFBGA, Student Computer Access and Use](#).

The use of electronic media for communicating with students and parents is considered an extension of the employee's workplace responsibilities. Accordingly, the St. Mary Parish School Board shall expect employees to use professional judgment when using social media or other electronic communications.

Employees shall be prohibited from knowingly communicating with current students through a personal social network page. Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student

enrolled in a public school in this school district using a means other than one provided by or made available by the school district shall be reported by the employee in a manner deemed appropriate by the School Board.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The St. Mary Parish School Board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the school district's students, however, employees shall be responsible for their public conduct even when they are not performing their job duties as employees of the School Board. Employees shall be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Furthermore, employees remain subject to applicable state and federal laws, St. Mary Parish School Board policies, and administrative regulations and procedures, even when communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, or causes a substantial disruption to the school environment, the employee shall be subject to disciplinary action, up to and including termination of employment.

Employees shall be responsible for the content on their social media sites, including content added by the employee, by the employee's friends, or by members of the public who can access the employee's site, as well as for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age appropriate.

Employees shall be prohibited from accessing social media websites for personal use during instructional time or with School Board technological resources.

POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes shall be aware that the content they post may be viewed by anyone, including students, parents and community members, even with the most stringent privacy settings applied. Private communication published online can easily become public. Caution must therefore be used when posting any comment or image online that may reflect negatively on a person's professional image.

Employees shall observe the following guidelines when communicating through social media:

1. Employees shall not post confidential information about students, employees, or school district business.
2. Employees shall not accept current students as "friends" or "followers" or grant access to private portions of their social media sites unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.
3. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol or drug use, or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

4. Employees shall be professional in all Internet postings related to or referencing the school district, students, and other employees.
5. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures or graphics, or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
6. Employees shall not use the school district's logo or other copyrighted material of the district without express written consent from the St. Mary Parish School Board.
7. Employees shall not post or tag identifiable images of students, School Board employees, volunteers, contractors, or vendors without prior permission of those individuals. Employees should remember that any parental consents apply only to School Board-sanctioned sites and profiles, not personal social media profiles.
8. Employees shall not use Internet postings to libel or defame the St. Mary Parish School Board, individual St. Mary Parish School Board members, school district employees, or students.
9. Employees shall not use Internet postings to harass, bully, or intimidate other employees or students in violation of School Board policies or state and federal laws.
10. Employees shall not use Internet postings to engage in any other conduct that violates St. Mary Parish School Board policies and administrative procedures or state and federal laws.

CONSEQUENCES

School Board personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

The Superintendent shall establish and communicate guidelines that are consistent with this policy to district employees.

New policy: September 12, 2019

Ref: [U.S. Constitution, Amend. I](#)

[17 USC 101](#) et seq. (*Copyrights*)

[18 USC 2510-2522](#) (*Electronic Communications Privacy Act*)

[20 USC 1232g](#) (*Family Educational Rights and Privacy Act*)

[20 USC 7131](#) (*Internet Safety*)

[47 USC 254](#) (*Children's Internet Protection Act (CIPA)*)

Board minutes, [9-12-19](#)

FILE: GAMI

Cf: [GAMIA](#)

EMPLOYEE USE OF TELEPHONES AND OTHER ELECTRONIC TELECOMMUNICATION DEVICES

The St. Mary Parish School Board recognizes the right of employees to have cellular phones or other electronic telecommunication devices in their possession during work hours and the right to use those phones or devices at non-duty times, within guidelines which may be established by the administration.

USE OF CELL PHONES BY INSTRUCTIONAL PERSONNEL

During instructional times the following rules shall apply:

1. Cell phones should be on silence, vibrate or off mode.
2. Incoming phone calls, text messages, or e-mail should not be answered.
3. Outgoing calls should only be placed in emergency situations. Appropriateness of emergency situations shall be determined on a case-by-case basis.

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

New policy: September, 2006

Ref: La. Rev. Stat. Ann. §[17:81](#)

Board minutes, [9-14-06](#)

FILE: GAMIA
Cf: [EFA](#), [GAMC](#), [GAMI](#)
Cf: [IFBGA](#), [JCDAE](#)

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The St. Mary 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 any student enrolled in a 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 any student enrolled in a public school in this school district or that is received by an employee from any 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. Mary 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 in accordance with School Board policy.

New policy: September 10, 2009

Revised: December 13, 2012

Ref: La. Rev. Stat. Ann. §§[14:40.3](#), [17:81](#), [17:239](#)
Board minutes, [9-10-09](#), [12-13-12](#)

**FILE: GAMA
Cf: EB**

St. Mary Parish School Board EMPLOYEE SMOKING, TOBACCO, AND MARIJUANA USE

Employees are prohibiting from using any tobacco product, smokeless tobacco, or marijuana product of any form, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, on and in all property and vehicles owned by the St. Mary Parish School Board, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

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

Violations of this policy may subject an employee to appropriate disciplinary action, and the employee may be referred to a tobacco-cessation counseling service.

**Revised: August, 2002
Revised: August, 2005
Revised: November 9, 2006
Revised: February 8, 2007
Revised: December 14, 2017
Revised: August 8, 2024**

FILE: GAMEA

Cf: [GAMD](#), [GAMEB](#), [GBRA](#)

ALCOHOL AND DRUG TESTING – GENERAL EMPLOYEES

The St. Mary Parish School Board fully supports the concept of drug-free and alcohol-free workplaces and employees. Though the School Board is cognizant of the privacy rights of individuals, it also believes that the safety and well-being of its students and employees requires that it take legally permissible steps to prevent or eliminate the use of drugs and/or abuse of use of alcohol by its employees. School Board policy now prohibits the unlawful manufacturing, distribution, dispensing, possession, or intoxication due to or as a result of use of a controlled substance by its employees in any workplace operated by the system or in any other location. Also, School Board policy prohibits the possession, use or distribution of alcohol or being under the influence of alcohol by its employees on any school system property, whether owned, leased or used by the school system, at any school sponsored or supervised activity, in any School Board owned, leased or used vehicle including any school bus, or at any employee workplace.

As a condition of employment within the school system, all individuals seeking employment must submit to drug screening prior to final appointment. Persons who refuse to undergo drug screening and persons whose test sample results in a positive drug screen result may not be given further consideration for employment with the St. Mary School Board.

As a condition of continued employment, the St. Mary Parish School Board may require samples from a school system employee for alcohol/drug testing in the following circumstances:

1. When an employee is involved in any accident during the course and scope of his or her employment, and alcohol or drugs are suspected to have contributed to the cause of the accident;
2. Under circumstances which result in a reasonable suspicion that drugs are being used by the employee;
3. As part of a monitoring program, to assure employee compliance with a rehabilitation or treatment agreement;
4. In connection with any required periodic medical exams; or
5. As part of a program of random drug testing of designated employees who occupy safety-sensitive or security-sensitive positions.

In addition, when an employee is injured as a result of a job-related accident and who after alcohol/drug testing is determined to be intoxicated under the standards set forth in La. Rev. Stat. Ann. [§23:1081](#) or the employee refuses to immediately submit to such testing, then in accordance with state law such employee shall be presumed to be intoxicated at the time of the accident and may be denied workers' compensation benefits in addition to any other authorized action.

Also, a positive confirmatory drug test result may be used as a basis to terminate an employee for wrongful conduct and to deny unemployment compensation as set forth in La. Rev. Stat. Ann. [§23:1601](#), or as the basis of other disciplinary action.

An employee involved in any of the above situations may be directed by his/her supervisor to submit to alcohol/drug testing. An employee, who provides a sample on the basis of any of the above authority and whose sample is determined to be positive as to the presence of drugs or alcohol after a confirmatory test will be required to undergo a rehabilitation or treatment program at the employee's expense and/or be subject to disciplinary action.

SAFETY AND/OR SECURITY-SENSITIVE POSITIONS:

For the purposes of the random testing of employees, the following definitions apply:

Safety-sensitive refers to a position which requires as part of that employee's assigned duties, primary or specific, the operation or maintenance of a motor vehicle; or responsibility for supervising or attending children on a motor vehicle used to transport students to and from school; or inspecting, servicing, maintaining or using gas fired equipment or gas utility systems; or responsibility for using, fixing, or operating tools, equipment or machinery that may place that person or others in a dangerous situation; or responsibility for handling drugs, weapons, or potentially hazardous chemicals; or responsibility in any way with food preparation. An employee who has the responsibility of supervising, either directly or indirectly, employees who perform any of the above described duties shall also be considered as occupying a *safety-sensitive* position.

Security-sensitive refers to a position which requires that a School Board employee perform or be responsible for performing, primarily or specifically, duties which may include the need to employ deadly force and which are directly related to the security of employees, students, a school, or another facility of the St. Mary Parish School District, and which, if not performed properly, could result in serious injury or death to the employee, student, other employees or the general public. An employee who has the responsibility of supervising, either directly or indirectly, employees who perform any of the above described duties shall be considered as occupying a *security-sensitive* position.

The following positions are hereby designated as safety-sensitive or security-sensitive positions: school bus operators; any person who operates a school system vehicle; mechanics who perform maintenance or repairs of school buses or other school system vehicles; persons supervising or attending children on a school bus or any other vehicle used to transport school children; security guards or personnel; maintenance department employees who inspect, repair, or in any other manner service any equipment, pipeline or apparatus which uses natural or propane gas or is connected to natural or propane gas; any operator of tools, equipment or heavy machinery; any person that may come in contact with drugs, weapons, or hazardous chemicals, which may include administrators, teachers, and custodial personnel; any food service technician; and all who exercise any supervision over such persons. Persons in any of the above positions shall be subject to unannounced random alcohol/drug testing. A positive confirmatory test as a result of random testing may require the employee to undergo treatment at the employee's expense or be subjected to disciplinary action.

TESTING PROCEDURES

All testing/screening shall be conducted in accordance with applicable state and federal laws and regulations. The Superintendent shall promulgate administrative regulations and procedures to implement the provisions of this policy.

In addition to this policy, for those employees who are required by the nature of their job to hold a commercial driver's license (CDL), the provisions of policy [GAMEB, Bus Driver Drug Testing](#), are also applicable.

New policy: March, 2008

Ref: [49 USC 5331](#) (The Omnibus Transportation Employee Testing Act of 1991)

[49 CFR 10](#) (Maintenance of and Access to Individual Records)

[49 CFR 40.1 et seq.](#) (Procedures for Transportation Workplace Drug and Alcohol Testing)

[49 CFR 382](#) (Controlled Substances and Alcohol Use and Testing)

[49 CFR 391](#) (Qualifications of Drivers and LCV Instructors)

La. Rev. Stat. Ann. §§[17:81](#), [23:1081](#), [23:1601](#), [49:1001](#), [49:1002](#), [49:1005](#), [49:1011](#), [49:1012](#), [49:1015](#)
[United Teachers of New Orleans et al. v. Orleans Parish School Board and Jefferson Parish School Board, et al](#), 142 F.3d 853 (1998)

EMPLOYEE CONDUCT

The St. Mary 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. Mary 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 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

An administrator, 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 two (2) business days, exclusive of weekends and holidays, of the conviction or plea of guilty or *nolo contendere*.

An administrator, teacher or any other School Board employee or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025, shall report the recordation to the School Board and to the Department within two (2) business days, exclusive of weekends and holidays.

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.

Revised: November 9, 2006

Revised: September 10, 2009

Revised: January 10, 2007

Revised: December 8, 2011

Revised: January 10, 2008

Revised: February 5, 2026

Revised: October 9, 2008

Ref: 41 USC 702 (*Drug-Free Workplace*); La. Rev. Stat. Ann. §§14:81, 14:81.4, 17:15, 17:16, 17:81; Sylvester v. Cancienne, 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259; Howard v. West Baton Rouge Parish School Board, 2000-3234 (La. 6/29/01), 793 So.2d 153; Spurlock v. East Feliciana Parish School Board, 03-1879 (La. App. 1st Cir. 6/25/04), 885 So.2d 1225; Board minutes, 11-9-06, 1-10-08, 10-9-08, 9-10-09, 12-8-11, 2-5-26.

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