



# Human Resources

Employee Policy  
&

Procedure Handbook

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# Vision

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

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

## Our Living Statements

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

## Shared Beliefs

We believe that:

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

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

## **Employee Benefits**

The St. Tammany Parish School Board makes available a comprehensive benefits program for employees working 30 or more hours per week. Employees have a variety of benefits including group insurance, investment options, sick leave, retirement, employee assistance program, and professional development. Additional information about these and other benefits may be obtained through the Human Resources Department of the St. Tammany Parish Public School System.

**Employee Group Health Insurance** is offered to employees on a voluntary basis. Employees may elect coverage for themselves and certain dependents at a shared cost to employees. The School Board pays a portion of the employee's premium. Employee and Board contributions for coverage, that includes dependents, vary according to the specific plan. Health insurance is available to employees who work 30 or more hours per week. For more information, [click here](#).

**A Tax-Sheltered Payroll Deduction** for health insurance plans is offered through the School Board.

**Employee Post-Retirement Health and Life Insurance** is offered. Upon retirement, employees may elect to continue their insurance programs, provided they are covered at the time of retirement. For more information pertaining to the health insurance vesting schedule, please click here: [\*\*Health Insurance Vesting Schedule\*\*](#)

**Employee Group Life Insurance** in the amount of \$5,000 is provided free of charge by the School Board for all employees. Employees may purchase additional coverage, determined by annual salary.

### **Investment Options and other types of Insurance**

Investment Programs in the form of mutual funds and annuities are offered for participation in a 403b and 457 plan. Tax-deferred/sheltered investments must follow federal Internal Revenue Service requirements. In addition, employees may elect to participate in a variety of other insurance programs through First Financial Group of America. Some programs may include disability, cancer, etc. For more information about insurance programs, click here: [\*\*First Financial Site for STPSB Employees\*\*](#)

### **Credit Unions**

Two Credit Unions serve School System employees. Both provide comparable services and rates. Employees may decide which, if either or both, credit union(s) to use. Information on each may be obtained from the Human Resources Department. Both Credit Unions offer payroll deduction programs.

## **Sick Leave**

Up to (10) sick days annually, are offered to 9 month employees. For 10 month employees, up to (11) sick days annually are offered. For 11 month employees, up to (12) sick days annually are offered. For 12 month employees, up to (13) sick days annually are offered. For all employees, three (3) of the allotted sick days may be used for personal reasons. These days are pro-rated for part-time employees, based on their workdays.

## **Vacation Time for 12 Month Employees**

Vacation time for 12 month employees is based on a fiscal year cycle. Therefore, on July 1 of each fiscal year, active 12 month employees will receive vacation time for that fiscal year as well as vacation days rolled over from the previous year, within system guidelines.

Employees will be permitted to roll over no more than 5 vacation days per fiscal year. Any excess days will be lost.

For those 12 month employees who are on leave at the beginning of a fiscal year, vacation days will not roll up. Once a 12 month employee who is on leave returns, vacation time will be prorated for the fiscal year in which the employee was on leave.

If a 12 month employee receives vacation days for a fiscal year and takes a Leave Without Pay for more than 60 days, when the employee returns, the vacation days will be prorated. If a 12 month employee takes a Leave Without Pay for less than 60 days, the vacation days will not be prorated.

## **Retirement**

The State of Louisiana requires teachers, paraprofessionals, clerical, administrators and lunchroom technicians to join the Teachers' Retirement System of Louisiana (TRSL). Bus drivers, bus attendants, custodians and maintenance workers all contribute to the Louisiana School Employees' Retirement System (LSERS). Retirement contributions are tax-sheltered payroll deductions.

Retirement benefits are based on years of service and age. Information about retirement options is available from the Human Resources Department upon request. To help prepare employees for retirement, those contemplating retirement may attend informational planning meetings sponsored by the retirement systems which are held twice yearly. Or employees may contact the Human Resources Department for an appointment to discuss retirement options.

Additional information concerning purchase of previous service credit, military credit, transfers between public retirement systems, calculations of estimated retirement benefits, disability retirement benefits, survivors' benefits, and other related questions also may be obtained from the Human Resources Department or the retirement systems directly. For retirement savings information from First Financial, click here: **[Retirement Savings Newsletter](#)**

**Louisiana School Employees' Retirement System** 1-800-256-3718 [www.lasers.net](http://www.lasers.net)

**Teachers' Retirement System of Louisiana** 1-877-275-8775 [www.trsl.org](http://www.trsl.org)

### **Employee Assistance Program**

Employees and members of their households may access mental health professionals using a toll-free help line at no cost to the employee. Confidential consultations focus on guidance and referral in securing appropriate care. Contact the Human Resources Department for more information.

### **Professional Development**

The St. Tammany Parish Public School System is committed to providing professional learning activities that are high-quality, sustained, intensive, and classroom-focused to engage all students in meaningful learning. These professional development opportunities are created to fulfill the varied needs of employees, the needs expressed in each school's improvement plan, district/state initiatives, and compliance issues. Professional development activities are presented at the school, department, and district levels.

To access the professional development opportunities, employees use *Go Sign Me Up* (GSMU), the district's on-line professional development registration system. GSMU allows teachers to view professional development offerings, register for professional development activities, and build a transcript of their professional development participation. To access GSMU, type the following address into the web address bar at the top of your computer screen:  
**[http://prodev.gosignmeup.com/dev\\_students.asp](http://prodev.gosignmeup.com/dev_students.asp)**.

Teachers new to the district participate in a **New Teacher Induction Program** to prepare them to enter the professional culture of the St. Tammany Parish Public School System. The New Teacher Induction Program is a mandatory program conducted each year prior to the beginning of the school year. Topics covered in the New Teacher Induction Program include curriculum, best teaching practices, classroom management, and district policies and procedures.

Participants attending professional development activities must adhere to the **Professional Etiquette** associated with such events. Instructional staff will follow the district's dress code. It is not appropriate to wear blue jeans or other clothing that is not appropriate for the classroom to professional development activities. Proper use of electronic devices is also required. Participants must turn off all electronic devices during presentations. Additionally, it is not acceptable for participants to leave early because their base school's dismissal time is prior to the end of the workshop. A commitment to attend a professional development activity involves being on time and remaining for the duration of the session.

### **LEAD Academy**

LEAD Academy accepts candidates interested in learning more about the School System administrative career track. Sessions include topics covering all aspects of administrative responsibilities along with the advice of veteran administrators. A culminating activity allows candidates to practice what they have learned at school sites.

## **STAR Program**

To thank you for your valued service and dedication to the children of St. Tammany Parish, the School System has partnered with local businesses and service providers to develop a School System employee discount program. As a School System employee, the St. Tammany Advantage Reward (STAR) Program allows you to get discounts on various kinds of goods and services throughout the parish.

To take advantage of these great savings, all you have to do is show the participating business or service provider your STAR Card and your School System or School ID at the time of purchase. It really is that easy!

You can quickly find a list of all participating businesses and service providers with the discounts they offer by looking for Official STAR Partners signs at participating business locations, by downloading the STPPS mobile app in the app store and searching for “St. Tammany Schools,” or by visiting this website: [www.stpsb.org/star](http://www.stpsb.org/star).

# ST. TAMMANY PARISH PUBLIC SCHOOL SYSTEM HEALTH INSURANCE

## VESTING SCHEDULE

The information below is very important to all prospective employees with the St. Tammany Parish Public School System relative to health insurance coverage. It is of particular importance to people who are already employed with another public school system in the state of Louisiana and currently have health insurance coverage through that system.

Effective July 1, 2007, any employee who enrolls in the St. Tammany Parish Public School System's health insurance program will be subject to the following premium reduction at the time of retirement.

- Less than 10 years with STPSB insurance coverage: the System will pay 25% of its normal contribution rate.
- 10 – 14.99 years of insurance coverage: the System will pay 50% of its normal contribution rate.
- 15 – 19.99 years of insurance coverage: the System will pay 75% of its normal contribution rate.
- 20 or more years of insurance coverage: the System will pay 100% of its normal contribution rate.



# ST. TAMMANY PARISH SCHOOL BOARD

## EXTENDED SICK LEAVE POLICY FOR ALL EMPLOYEES

*Every parish and city school board shall permit ALL EMPLOYEES to take up to ninety (90) days of extended sick leave in each six (6) year period of employment which may be used for personal illness or illness of an immediate family member in the following manner, provided at any time that the employee has no remaining regular sick leave balance.*

- The following terms shall have the following meanings:
  - **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, or who is eighteen years of age but under twenty-four years of age and is a full-time student, or who is nineteen years of age or older and incapable of self-care because of a mental or physical disability.
  - **Immediate family member** -- means a spouse, parent, or child of an employee.
  - **Parent** -- means the biological parent of the employee, or an individual who stood in *loco parentis* to the employee.
- 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 leave available to an employee shall transfer with such employee from one public school employer to another without loss of days and without 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 of the salary paid to him/her at the time the extended sick leave begins.
- No employee may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:
  - (a) The employee can demonstrate that he/she will be working not more than twenty hours a week in a part-time job that he/she has been working for not less than one hundred and twenty days prior to the beginning of any period of extended sick leave.
  - (b) The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended leave is required.

Any violation of this prohibition may require the employee to return to the employer all compensation paid during any week of extended leave in which the employee worked more than twenty hours and to reimburse the employer all related employment costs attributable to such period as calculated by the employer, without any restoration of such days.

- On **every occasion** that an employee uses extended sick leave, a statement from a licensed physician certifying that it is a **medically necessity** for the employee to be absent for at least **ten** consecutive work days shall be presented prior to the extension of such leave.

A **medical necessity** means the result of catastrophic illness or injury, a life- threatening condition, a chronic condition, or incapacitating condition, as certified by a physician, of the employee or an immediate family member.

If the Board, upon review of the application, questions the validity or accuracy of the certification, the employer may require the employee, or the immediate family member, as a condition for continued extended leave, to be examined by a licensed physician selected by the employer. In such a case, the employer shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the employer finds medical necessity, the leave shall be granted.

If the physician selected by the employer disagrees with the certification of the physician selected by the employee, or the immediate family member, then the employer may require the employee, or the immediate family member, as a condition for continued extension of sick leave, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the board. All costs of an examination and any required tests by a third doctor shall be paid by the employer. The opinion of the third physician shall be determinative of the issue.

The opinion of all physicians consulted as provided above shall be submitted to the board in the form of a sworn statement which shall be subject to the provisions of R.S. 14:125.

All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

### **FOR TEACHERS ONLY**

Each teacher granted maternity leave in accordance with the provisions of R.S. 17:48 or 1211 and who has no remaining sick leave balance available to take in the manner provided in RS 17:1202(A) up to thirty 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 physician as relating to infant or maternal health.

An **infant** means a child under one year of age.

On every occasion that a teacher uses extended sick leave, a statement from a licensed physician 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 that is a medical necessity shall be presented prior to the extension of such leave.



**Health  
Management  
*Partners, Inc.***

**Call the Employee Assistance Program at  
(800) 256-1575 or (504) 832-1170**

**Get Information On Personal, Financial And Legal Issues At:  
[www.EAPWEBSITE.com](http://www.EAPWEBSITE.com)**

Check out the new “**Employee Assistance Program Introduction Training**” available on the website. It will take only 10 minutes to learn everything about the **EAP** and you will get a personalized Certificate of Completion.

Check out what else is available on our website:

- Monthly Newsletters
- Information on how to access the EAP
- Legal and financial information
- Medical and mental health information
- And lots, lots, more!

**Services Are Confidential**

The EAP is for short-term situations such as: **needing help quickly, needing to make a decision right away, when you don't know if you need counseling, if you don't know what type of resource you need** (some of our participants speak to a counselor, an attorney, and a financial advisor – all three), **you don't know what type of counselor you or a loved one needs** (what is a social worker vs. a psychologist?) **you don't know what to do, you don't know how to help another person or what to say, you had a bad day, you don't know where to turn, you cannot believe what your child** (or husband, girlfriend, mother, etc.) **just did and aren't sure how to respond . . .**

### **What Services Are Available?**

The EAP offers information, consultation, short-term problem resolution, and referrals. Simply call the EAP number and speak to an intake counselor by telephone to make a plan of action. There are counselors available in many geographic locations for face-to-face appointments. Should additional services be desired once your EAP sessions are completed, your counselor will provide you with information on referral options.

### **What Services Are Not Provided?**

There are some services that do not fit within the scope of the EAP. For these services the EAP will discuss with you referral options. For example, EAP counselors are licensed master's level counselors, but are not medical doctors and cannot prescribe medication. The EAP cannot provide court mandated assessments or treatment. The EAP is also not able to make recommendations for time off from work or for disability.

### **Who Can Receive Services?**

All employees, and their immediate families and household members are eligible for services. Children living away from home are generally considered household members so long as they are full time students under the age of 22.

### **Are There Exceptions To Confidentiality?**

Laws require all counselors and medical doctors to report suspected child abuse, elder abuse, suicide, homicide, and significant threats to public safety. Additionally, portions of medical records are subject to court order. Only non-identifying statistical information is provided to your employer on program usage unless a specific release of information has been signed by you.

### **Why Is My Employer Providing This Service?**

Your employer recognizes that personal concerns can affect job performance. By providing assistance to employees with all aspects of their life, they achieve a more productive workforce.

### **Call Us About:**

**Family - Relationship - Stress - Grief - Parenting – Alcohol – Legal – Sexual Harassment – Communication – Gambling – Depression – Drugs – Financial – Trauma – Eating Disorders – Life Decisions - Violence**

**(800) 256-1575 or (504) 832-1170**

**[www.EAPWEBSITE.com](http://www.EAPWEBSITE.com)**

## **Verification of Employment For Salary Purposes**

Your salary for the school session will be based on years of experience that is verified and submitted to the Human Resources Department. This salary will be locked in for the entire school session. Credit will be given for prior experience for personnel in Louisiana accredited public and nonpublic schools, and accredited out-of-state public and nonpublic schools.

Employees must submit experience verification forms for all previous years for public and non-public experience within the 60 day deadline specified by the Human Resources Department. A calculation will be done based on years of prior experience. When calculating your years of experience, if the total includes a percentage of a year, .50 or above will be rounded up while .49 and below will be rounded down. This calculation is for salary purposes only. Any experience verification forms received after the 60 day period will be considered for the following school year.

## **Important Contact Information:**

### **St. Tammany Parish Public School System**

**C. J. Schoen Administrative Complex- 985-898-2276 or 985-646-4900**  
**Human Resources Department- 985-898-3254**

### **Alternative Social Security**

**FICA Alternative – Deferred Compensation Plan**

Contact: First Financial

1-800-523-8422 (Retirement Services Department – Plan 457)

### **Retirement**

**Teachers' Retirement System of Louisiana (Teachers, Paraprofessionals, Lunchroom Technicians, Clerical, Administrators)**

P.O. Box 94123, Baton Rouge, LA 70804-9123 (mailing)

8401 United Plaza Blvd., Suite 300, Baton Rouge, LA 70809-7017 (physical) Toll free:

1-877-275-8775

Fax: (225) 925-6366

Office Hours: 8:00 a.m. to 4:30 p.m.

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

**Louisiana School Employees' Retirement System (Bus Drivers, Bus Attendants, Custodians, Maintenance Workers)**

P.O. Box 44516 Capitol Station, Baton Rouge, LA 70804-4516 (mailing)

8660 United Plaza Blvd. First Floor, Baton Rouge, LA 70809-7004 (physical) Phone:

(225) 925-6484

Toll free: 1-800-256-3718

Fax: (225) 922-1001

Office Hours: 8:00 a.m. to 4:30 p.m.

[www.lasers.net](http://www.lasers.net)

### **FEDERATION**

**St. Tammany Federation of Teachers/School Employees**

**AFT-LFT (*Dental Insurance*)**

19295 3<sup>rd</sup> St.

Suite 8

Covington, LA 70433

Phone: (985) 641-6477

Fax: (985) 888-1752

## **BENEFITS**

### **BCBSLA**

(Health Insurance)  
Phone: 1-800-363-9150

### **Express Scripts/Medco**

(Pharmacy Benefits) Phone: 1-800-334-8134

### **CIGNA**

#### **Life Insurance Company of North America**

PO Box 8500 - 110  
Philadelphia PA 19178-0110  
1-800-238-2125

#### **First Financial Group of America**

417 North Theard Street  
Covington, Louisiana 70433 (985) 893-7663

## **CREDIT UNIONS**

### **St. Tammany Federal Credit Union**

550 Pontchartrain Dr.  
Slidell, LA 70458

#### **Covington Location**

69090 Hwy 190 Service Rd. Ste 101  
Covington, LA 70433

Phone: (985) 643-1237

Fax: (985) 643-4651

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

### **St. Tammany School Personnel Federal Credit Union**

620 Lamarque Street  
Mandeville, LA 70448

P. O. Box 592  
Lacombe, LA 70445

Phone: (985) 626-1981

Cell: (985) 640-4058

Fax: (985) 626-9889

## **General Healthcare Plans**

The purpose of the general healthcare plan is to provide employees general information for commonly diagnosed student health conditions. This general information is not all inclusive, and additional student healthcare information may be provided by the School Nurse throughout the school year. Keep a copy of the General Healthcare Plans (next 5 pages) for reference, as well as making the general healthcare plans available for substitutes. Contact the School Nurse for additional information.



## **ASTHMA**

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

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

#### **Common triggers:**

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

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

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

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

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

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

## **SEIZURES**

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

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

Staring into space

Not responding

Smacking lips/chewing

Moving aimlessly

Staggering or falling

Remaining rigid

Jerking all/parts of the body

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

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

## SEVERE ALLERGIES

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

### Common causes of allergy:

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

### What to look for:

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

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

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

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

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

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

## **DIABETES**

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

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

### **LOW BLOOD SUGAR**

**Onset:** Sudden

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

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

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

### **HIGH BLOOD SUGAR**

**Onset:** Gradual

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

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

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

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

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

## **ATTENTION DEFICIT WITH HYPERACTIVITY DISORDER**

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

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

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

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

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

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

# UNIVERSAL PRECAUTIONS

These guidelines are meant to provide simple and effective precautions against the transmission of disease for all persons, including pregnant women, potentially exposed to the blood or body fluids of any individual. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The prevention of the spread of disease is an important component of health services in our schools today. Terms that may be used to describe these procedures are infection control, universal precaution or disease prevention. **HANDWASHING IS THE SINGLE MOST IMPORTANT FACTOR IN THE PREVENTION OF THE SPREAD OF DISEASE.**

Most approaches to infection control are based on the concept called Universal Precautions. It requires that you consider every person, all blood and most body fluids to be a potential carrier of infectious disease. \*There are many people who carry infectious disease having no visible symptoms and no knowledge of their condition.\*

## UNIVERSAL PRECAUTIONS

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

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

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

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

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

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

## INFECTION CONTROL

### Blood Contact

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

### Direct/Close Contact

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

### Fecal-oral

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

### Respiratory/Airborne

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

**HANDLING BODY FLUIDS**  
**For All St. Tammany Parish**  
**School Board Personnel**

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

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

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

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

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



## **DRUG-AND ALCOHOL-FREE WORKPLACE**

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

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

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

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

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

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

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

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

Updated 09/11/14.

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

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

## EMPLOYEES WITH AIDS/HIV

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

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

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

In making the medical findings in (a) through (d) above, the team should normally defer to the reasonable medical judgments of public health officials, but also consider medical judgments of private physicians consulted by the team.

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

## **ACCOMMODATIONS FOR EMPLOYEES TO EXPRESS BREAST MILK**

Each school shall provide an appropriate, private room, other than a restroom, that may be used by an employee to express breast milk.

Further, each school shall provide a reasonable amount of break time to accommodate an employee needing to express breast milk that, to the extent possible, shall run currently with the break time already provided to the employee, and that shall be available to the employee for up to one year following the birth of her child. Any additional break time used by an employee to express breast milk shall be considered unpaid leave time.

The employee shall notify her supervisor or other appropriate personnel in writing of her intent to make use of the accommodations offered pursuant to this policy and to schedule accordingly.

Nothing in this policy shall be construed to require the St. Tammany Parish School Board to incur any additional cost as a result of this policy.

Ref: LaRS 17:81 (W), Board Minutes January 16, 2014

# Tobacco-Free Schools

## Policy Statement



### **Tobacco-Free Schools Policy**

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

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

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

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

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

## Implementation Plan

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

- Disciplinary action for violations includes the following:

Students shall be disciplined in accordance with the *District Handbook for Students and Parents*.

Employees may be subject to disciplinary action as per Article IX of the Collective Bargaining Agreement, their contract for employment, or law.

LA R.S. 40:1300.262, provides that employees and non-employees may be subject to a citation and summons from any law enforcement official. Any person found guilty of violating these prohibitions shall be fined \$25.00 for the first offense, \$50.00 for the second offense, and \$100.00 for the third and subsequent offenses.

- Communication of the policy will include the following:

Copies of the policy shall be distributed to all current employees.

New employees shall be provided copies of the policy as they sign up through the Human Resources Department.

“No Tobacco Use” signs shall be posted at the entrance of every school and work site as well as athletic, other outside areas, and other appropriate areas determined by the Superintendent or site administrator to include but not limited to all other public buildings owned by the Board.

A message about the Tobacco-Free Schools Policy from the Superintendent shall be sent to the parents of every student.

A notice shall be posted on the School System website.

Media releases shall be distributed.

Updated: 09/11/14.

# SMOKING CESSATION RESOURCES

American Cancer Society

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

American Lung Association

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

Glaxo SmithKline

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

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

Louisiana Campaign for Tobacco Free Living

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

Tobacco Control Initiative and Lallie Kemp

985-730-7166 or 985-878-1362

Louisiana Tobacco Quit line

1-800-QUIT.NOW

Methodist Health System Foundation, Inc.

985-726-9333 ext. 118 Hypnotherapy Services

National Cancer Institute

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

North Oaks Medical Center, Hammond

985-230-1580 to register for all classes

St. Tammany Parish Hospital, Covington

985-898-4468 Lung Health Education

# Sexual Harassment Policy

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

### SEXUAL HARASSMENT AND MISCONDUCT POLICY GENERAL STATEMENT

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

#### I. POLICY

##### A. SEXUAL HARASSMENT

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



supervisor or those designated on the bulletin board. School and department heads who receive complaints involving employees shall immediately report such incidents to the Title VII and IX Coordinator or others listed on the bulletin board. If the alleged harasser is the individual's immediate supervisor, the report should be made directly to a contact person listed on the bulletin board. If the alleged harasser is the Superintendent, the report should be made to any Board Member. The Board Member shall report the harassment to the Board President and Titles VII and IX Coordinator. If the alleged harasser is a Board Member, the report should be made to the Superintendent and the Title VII and IX Coordinator. If the claimant and alleged harasser are students, the report should be made to the school principal.

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

## **B. SEXUAL MISCONDUCT**

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

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

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

1. Acceptance or rejection of a sexual invitation is used as the basis for employment, grading, disciplinary, honorary, participatory or similar decisions; and/or
2. Sexual advances or requests for sexual favors have the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive work or school environment.

## **III. PROCEDURES**

1. If the introduction of sexual innuendo, sexual jokes, or other activity of a sexual nature into a relationship with a person associated with the Board or School System is not welcomed; the matter may be handled initially by the claimant telling the offender that the conduct is unwelcome. If the claimant does not desire to approach the offender directly, then the claimant should report the matter following the outlined complaint process.
2. If the person introducing sexual innuendo, sexual jokes, or other activity of a sexual nature does not reasonably accept the notice that the conduct is unwelcome, the claimant immediately should report both the incident and the lack of response to the claimant's notice that the incident is unwelcome.
3. If an employee is involved either as a claimant or alleged harasser, it is preferred that the report be made to one of the individuals listed on the bulletin board. School site and department superiors receiving complaints of sexual harassment involving an employee shall immediately report the complaint to one of the individuals identified to receive the complaints for further action. If the incident involves student to student harassment, it is preferred that the report be made to the school principal or designee. The school principal shall notify the Titles VII and IX Coordinator that a complaint involving students has been made. The claimant should make a written note and keep it for safekeeping as to whom and when the complaint was made.
4. The person receiving the complaint shall take all of the information pertaining to the complaint and contact the claimant within five (5) working days. If the person receiving the complaint attempts to change the claimant's mind about following through with the complaint, these facts should be reported to the Titles VII and IX Coordinator. The name of the coordinator can be obtained by calling 892-2276 or 646-4900.
5. If the report of sexual harassment is not acted upon within a reasonable period of time by the person to whom the incident was initially reported; the claimant shall again contact the individual to determine what has transpired since the report. If the claimant is not satisfied with the response, he/she shall report the complaint and the actions of the initial receiver to the Titles VII and IX Coordinator or the Superintendent.

6. If the alleged harasser accosts or confronts the claimant concerning the fact that a complaint was made, the claimant should report this fact to the person to whom the initial complaint was made. Such action on the part of the alleged harasser shall be considered a violation of this policy.
7. Persons designated by the Superintendent to investigate complaints of sexual harassment shall do so expeditiously, thoroughly, and professionally. School site administrators shall take action in cases of student to student harassment based on the findings and consistent with the student discipline code. A copy of the report of findings shall be forwarded to the Titles VII and IX Coordinator. Persons designated to handle complaints involving employees shall forward results of the investigations to the Titles VII and IX Coordinator and the Superintendent. The Superintendent shall review the findings of the investigation and render a decision, consistent with legal requirements, within thirty (30) days of the receipt of the results of the investigation.
8. Confidentiality as to the claimant and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the complaint, the claimant, and the results or progress of the investigation will be on a need to know basis, only by those assigned duties to receive complaints, those who investigate them, and those interviewed.
9. The procedure provided for in the Board's grievance procedure, the collective bargaining agreement, and other procedures provided for by law shall be complied with according to the status of the claimant and alleged harasser in each individual situation. Information concerning the procedures may be obtained from the Titles VII and IX Coordinator.

#### **IV. SANCTIONS**

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

#### **V. NOTIFICATION**

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

# To Report Incidents of Sexual Harassment

## **STUDENTS:**

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

## **EMPLOYEES:**

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

Dorable Dangerfield

Kevin Darouse

Roslyn Hanson

Arlana LeBlanc

Amice Lemane

Jeanne McCurley

Larry Route

Raphael Tillman

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Should you need counseling or other related services you may contact the  
**EMPLOYEE ASSISTANCE HOTLINE**  
**1-800-256-1575**

# **Mandatory Reporting of Child Abuse**

## **Do I Have to Report?**

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

## **The Procedure for Reporting Child Abuse**

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

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

## **What Information Do I Need?**

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

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

## Types of Abuse

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

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

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

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

## Possible Signs of Abuse

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

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

## Am I Legally Liable?

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

## **Staff Dress, Accessories, and Grooming Policy**

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

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

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

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

1. Skirts, dresses, and other articles of clothing that are inappropriately short for working with or around students.
2. Spaghetti strap dresses and tops without jackets.
3. Athletic wear such as jogging suits, except for physical education teachers.
4. Shorts of any kind (Physical education teachers may wear appropriate coaching shorts during physical education classes. Teachers may wear wide leg, walking shorts only on field trips or system wide teacher days as designated on the official School System calendar. Bus operators and bus aides may wear wide leg, walking shorts on the job. Custodial and maintenance workers may wear wide leg, walking shorts, with approval of supervisor, while performing outdoor duties.)
5. Garments (e.g., "midriffs"; halter tops; backless clothing; "tube" tops; garments made of fishnet, mesh, or similar material; tank tops; "muscle" tops, etc.) that inappropriately bare or expose private areas of the body.
6. Jeans of any nature, except for field trips or system wide teacher days as designated on the official school system calendar (Agricultural and Industrial Arts teachers, bus operators and bus aides, custodial workers, and maintenance workers may wear jeans.) If no students are on campus on the Professional Development Day/Record Keeping Day at the end of the First (1<sup>st</sup>) and Third (3<sup>rd</sup>) Grading Periods, teachers may wear jeans as long as they are not going off campus for a workshop.
7. Inappropriately sheer or tight clothing.
8. "Flip-Flops" or other beach-style sandals.
9. Leggings may be worn under tunic tops or skirts that are fingertip length or no more than five (5) inches above the knee.

## ***CONFIDENTIALITY AGREEMENT***

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



## Notification of Citations and Arrests

### Article 17 – Notification of Citations and Arrests

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

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

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

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

The St. Tammany Parish Public School System is requiring that this notification be made to Amiee Lemane, Supervisor of the Human Resources Department at (985) 898-3258.

## Ethics Training

In accordance with LA-R.S. 42:1170A, all public servants, elected officials, and employees (whether compensated or not) will be required to participate in yearly Ethics Trainings. As such, these individuals must be aware that we are governed by the Louisiana Code of Governmental Ethics. **This process is required every calendar year** and will be facilitated by the District and its site administrators. Complying with this requirement is a part of each employee's job responsibilities and is expected to be completed by the District's deadline. Your certificate of completion should be submitted to your Site Supervisor/Principal each calendar year.

## SafeSchools Training School-Based Personnel

St. Tammany Parish Public Schools has available a web-based program, SafeSchools Training, which includes the following State mandated trainings pursuant to LA R.S. 42:1102 and LA R.S. 17:416.13 effective 2013.

- Every Public Servant, a public employee or an elected official, shall receive a minimum of **ONE** hour of education and training on Sexual Harassment during **EACH YEAR** of his/her public employment or term of office.
- All new school employees including bus drivers who have contact with students shall receive a minimum of **FOUR** hours of education and training on Bullying; and **EACH YEAR** thereafter, shall receive a minimum of **TWO** hours of Bullying education and training.

The steps below will direct you to the School System's website to access these State mandated trainings.

1. Go to [www.stpsb.org](http://www.stpsb.org)
2. Select the **Staff** tab at the top right of the homepage to access the SafeSchools button



3. Once you click on the SafeSchools link, you will have access to the following training components
  - a. Sexual Harassment Annual Training (1 hour)
  - b. Bullying Annual Training (2 hours)
  - c. Bullying Supplemental Training for New Hires (2 hours)

## SafeSchools Training Non-School Personnel

St. Tammany Parish Public Schools has available a web-based program, SafeSchools Training, which includes the State mandated Sexual Harassment training pursuant to LA R.S. 42:1102 effective 2013.

- Every Public Servant, a public employee or an elected official, shall receive a minimum of **ONE** hour of education and training on Sexual Harassment during **EACH YEAR** of his/her public employment or term of office.

The steps below will direct you to the School System's website to access these State mandated trainings.

1. Go to [www.stpsb.org](http://www.stpsb.org)
2. Select the **Staff** tab at the top right of the homepage to access the SafeSchools button



3. Once you click on the SafeSchools link, you will have access to the following required training component
  - Sexual Harassment Annual Training (1 hour)

**IMPORTANT NOTE: Non-school personnel are NOT required to complete the Bullying Training sessions. These components will be marked as "Completed Offline."**

- Bullying Annual Training (2 hours)
- Bullying Supplemental Training for New Hires (2 hours)

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

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

This policy extends but is not limited to:

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

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

Revised: May 1, 1998

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

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

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

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

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

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

## **PURPOSE**

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

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

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

## **DEFINITIONS**

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

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

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

- employee failure to report an instance of communication using a non-School System electronic communication system with a student at that school;
- utilizing the School System or personal electronic communication system with a student at that school for non-educational purposes; and
- contacting a student when the parents have opted out of individual communication with employees.

## **PROTOCOL**

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



5. Any violations or suspected violations of this Policy or Procedures and Guidelines should be reported to the site administrator verbally or by email. The Board through its designees will promptly, thoroughly and fairly investigate reports of an alleged failure by a school employee or student to comply with the Policy and Superintendent's Procedures and Guidelines regarding electronic communication. Appropriate action shall be taken that is consistent with the results of the investigation and the legal requirements afforded by law, e.g. tenure law, collective bargaining agreement and/or Student Code of Conduct.
6. All persons associated with the School System shall uphold the law. Any alleged violation of the Board's Policy or these procedures and guidelines involving a school employee that may also be a violation of state or federal law shall be reported to the proper authorities. Some acts are considered criminal and may be subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.
7. All School System employees shall be informed during the year of implementation and upon entering into System service about the Policy and Superintendent's Procedures and Guidelines regarding electronic communication including the possible consequences for a failure to comply with the Policy and Superintendent. The Policy and Superintendent's Procedures and Guidelines shall be posted on the School System website for reference.
8. A Systemwide letter will be disseminated to parents via the students informing them of the Policy and Procedures and Guidelines regarding electronic communication by employees with students enrolled at that school during the first semester of the 2009-2010 school year. Thereafter, parents and students will be notified as part of the *Discipline Handbook for Parents and Students* and the School System website.
9. The parents have the option to submit written documentation to the site administrator reflecting their desire for their child not to be contacted individually through electronic communication from any school employee at the school where their child is enrolled, group electronic communication accepted.
10. Violations of the Policy shall be addressed by site administrators in compliance with the provisions of discipline in the collective bargaining agreements. Violations that involve repeated or improper contact with students shall result in consequences that may range from a warning up to a recommendation for termination depending upon the severity of the violation.
11. These procedures and guidelines discourage employee electronic communication with students at all System schools and improper interaction shall be handled following applicable laws and policies. However, the law clearly prohibits electronic communication by an employee at a school to a student enrolled at that school, unless proper reporting procedures are followed in compliance with law and policy.

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

EDUCATION RELATED:  OR VIOLATION:

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

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

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

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

EMPLOYEE INITIATED:  STUDENT INITIATED:

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

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

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

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

MESSAGE:

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

# STPSB CRISIS PLAN GENERAL PROCEDURES

## Evacuate

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

## Shelter In Place

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

## Lockdown

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

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



## Absence Management

Formerly Aesop

All STPPS teachers and paraprofessionals will use an automated substitute placement system to secure substitutes when they need to be out of the classroom. Frontline's Absence Management offers both phone and internet services so that you can create an absence anytime, anywhere. As soon as you register an absence, the system starts finding a qualified, available substitute for you.

To access the Absence Management system, you will log in to  
[www.aesoponline.com](http://www.aesoponline.com)  
and enter the ID and PIN assigned to you by the district.

To access the Absence Management system by telephone, you will call  
**1.800.942.3767**  
and enter the ID and PIN assigned to you by the district.

An *Absence Management User Guide* can be found on Blackboard by visiting the Human Resources folder under Staff Info.

## **Employee I.D. Badge**

All employees are required to wear their Employee I.D. Badges during the work day and at school activities. Employees shall continue to receive system-wide free admission to school activities, plays, assemblies, and sporting events (excluding playoff games under the auspices of the LHSAA). In order to gain free admission, employees must present their Employee I.D. Badge.

## **Classroom Door Lock Policy**

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

## **Use of Time Clock Procedures for Non-Certificated Employees**

In order to assure Fair Labor Standards Act (FLSA) compliance, non-certificated employees shall be required to sign in to work and sign out of work by electronic or mechanical means established by the Board. Signing in and out in this manner shall also apply in cases where non-certificated employees receive/take a lunch break. Signing in and signing out will not be required for 15-minute breaks.

# St. Tammany Parish School Board

## Human Resources Department

### Release Statement

**My signature indicates that I have been provided with instructions on how to access the Employee Policy and Procedure Handbook, containing information relative to the policies below, located on the St. Tammany Parish School System website. As an employee of the School System, it is my responsibility to read, understand, and comply with each policy.**

- ✓ Employee Benefits
- ✓ Insurance Vesting Schedule
- ✓ Extended Sick Leave
- ✓ Employee Assistance Program
- ✓ Verification of Employment for Salary Purposes
- ✓ Important Contact Information
- ✓ General Healthcare Plans
- ✓ Universal Precautions
- ✓ Handling Body Fluids
- ✓ Drug-Free Workplace Policy
- ✓ Guidelines for Providing Education to Students with AIDS
- ✓ Employees with AIDS/HIV
- ✓ Tobacco-Free Schools Policy
- ✓ Sexual Harassment Policy and Video
- ✓ Mandatory Reporting of Child Abuse
- ✓ Accommodations for Employees to Express Breast Milk
- ✓ Staff Dress, Accessories, and Grooming Policy
- ✓ Confidentiality Agreement
- ✓ Notification of Citations and Arrests
- ✓ Ethics Training
- ✓ SafeSchools Training
- ✓ Electronic Resources Use and Security Policy
- ✓ Electronic Communication with Students Policy
- ✓ Electronic Communication Reporting Form
- ✓ Crisis Plan General Procedures
- ✓ AESOP
- ✓ Employee I.D. Badge
- ✓ Classroom Door Lock Policy
- ✓ Use of Time Clock Procedures for Non-Certificated Employees

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature





321 North Theard Street  
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