



Vision. Effort. Success.

Employee Handbook

2023-2024

*A Legacy is not what's engraved in stone monuments,
but what is woven into the lives of others.*

SBPSB Employee Handbook

2023-2024

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DENISE PRITCHARD

SUPERVISOR OF PERSONNEL

E-MAIL: dpritchard@sbpsb.org

Dear St. Bernard Parish Public School Employee:

Welcome and thank you for choosing the St. Bernard Parish Public School System for your career. We want you to know that you are joining ranks with, perhaps, the finest, most professional staff in the state. We are fortunate enough to enjoy employees who are dedicated, hard-working, and determined to be a positive force in the lives of young people. If you want to make a difference – if you are better than the average school employee out there – then this is the place for you!

Included in this handbook is information that can guide your decisions in the workplace. It compliments additional guiding documents that employees can consult if there are questions or concerns about the school district or the workplace.

We are very proud of our school district and the willingness of our employees to be accountable for providing excellence in educational services and to be role models in developing the future of our parish through its young people. If at any time you have questions that remain unanswered after consultation within these guiding documents or with your worksite administrators, please do not hesitate to contact me. Together, we will maintain our reputation as one of the finest school districts in the state.

Warmest regards,

Denise Pritchard

General Information

Mission, Vision, Values

The St. Bernard Parish Public School District is one of the top performing districts in the state for both student achievement and teacher effectiveness. With a tradition of academic excellence, extracurricular achievements, and state-of-the-art facilities, our schools prepare all students to excel in college and careers.

Mission: The mission of the St. Bernard Parish Public Schools is to provide quality educational instruction, so our students are responsible, productive citizens and life-long learners.

Vision: The St. Bernard Parish Public Schools will be recognized as a premier school district, evoking pride within an involved community and empowering staff to meet the needs of all students through state-of-the-art educational programs and facilities.

Beliefs:

1. Given a safe and supportive environment, all students can learn.
2. Our school system is an integral part of the larger community.
3. Expectations for learning must be high in order for students to think critically and produce quality work.
4. Given a vision, an extraordinary effort will result in extraordinary success.

Strategic Plan 2021-2026

The St. Bernard Parish School Board undergoes the strategic planning process every five years. In collaboration with internal and external stakeholders, the School Board does a thorough evaluation of the district's current strengths, weaknesses, opportunities, and threats. Based on this analysis, a vision for the district is developed and objectives and priorities are established.

Goal 1 – Teaching, learning, and assessment that assure student achievement

- Objective 1.1 - 100% of schools will meet their school Assessment Index goals.
- Objective 1.2 - 100% of schools will achieve at least a letter grade of B on their Growth Index scores.
- Objective 1.3 - The percentage of students with disabilities and English Learners meeting their Growth (to Mastery) goals will increase by 2% each year.
- Objective 1.4 - The percentage of students entering kindergarten ready will increase by 5%.
- Objective 1.5 - The percentage of students in grades K-2 reading at or above grade level will increase by 5%.
- Objective 1.6 - The percentage of students in grades 3-8 performing at the proficiency level in English Language Arts and Mathematics will increase by 5%.
- Objective 1.7 - The percentage of students in grades 3-8 achieving their Growth (to Mastery) goals in English Language Arts and Mathematics will increase by 5%.
- Objective 1.8 - The percentage of students graduating on time will be 90%.
- Objective 1.9 - The percentage of students who will graduate with a college and/or career credential will increase by 10%.
- Objective 1.10 - The percentage of graduates who will be eligible for a TOPS award will increase by 5%.

Goal 2 – Effective and certified employees through on-going recruitment and professional development

- Objective 2.1 - 100% of teachers and administrators will be effective and certified.
- Objective 2.2 - Teacher and leader pipeline programs are developed to address ongoing and future staffing needs.
- Objective 2.3 - Professional development programs will address needs identified through data-driven research.
- Objective 2.4 - Schools will maintain teacher/student ratios reflective of state and Cognia guidelines.
- Objective 2.5 - The employee workforce will reflect the overall demographics of the community.
- Objective 2.6 - Professional Development will be provided for all staff to support diverse learners.
- Objective 2.7 - Strategic, focused PD plan will be implemented with fidelity in schools labeled CIR, UIR, UIN.

Goal 3 – Responsible finances and support services which enhance teaching and learning environments which are safe and secure

- Objective 3.1 - The district will present a budget each year of the five years that is reflective of the vision, mission, and beliefs of the school system and that maintains a fund balance of no less than 10%.
- Objective 3.2 - The district will devise both short-term and long-term maintenance plans to assure upkeep and preventative maintenance at each school/office site.
- Objective 3.3 - The district will devise a plan to address the social/emotional needs of students.
- Objective 3.4 - The district will continue to devise/revisit schools' emergency/crisis plans in conjunction with first responders.
- Objective 3.5 - The district will annually revisit its Guide to Student Conduct in order to ensure safe and secure learning environments.

Goal 4 – Imaging: Positive impressions of our public schools

- Objective 4.1 - Surveys of community partners, parents, and students will indicate an 80% satisfaction rate.
- Objective 4.2 - The district will implement and continue on-going parent education/involvement programs.
- Objective 4.3 - The district will develop additional strategies, including video, to celebrate internally and share with all stakeholders the good things happening in the public schools.

2023 - 2024 Academic Calendar

August 1-4: Teacher Professional Development Days

August 3: Paraeducators, Bus Operators, Cafeteria Techs Report To Work

August 7: First Day of School for 1-12th Grade Students

August 9: First Full Day of School for Kindergarten Students*

August 17: First Full Day of School for Preschool Students**

September 4: Labor Day Holiday

October 9: Fall Break

October 10: End of First 9 Weeks

October 17: High School Report Card Conference Night

October 18: Middle School Report Card Conference Night

October 19: Elementary School Report Card Conference Night

November 1: Teacher, Paraeducator & Cafeteria Tech PD Day; No School for Students

November 20-24: Thanksgiving Holidays

December 18-January 1: Christmas Holidays

January 2: Teacher Professional Development Day; No School for Students

January 2: Bus Operators Professional Development

January 3: Classes Resume

January 4: End of Second Nine Weeks

January 15: Martin Luther King, Jr. Holiday

February 12-16: Mardi Gras Holidays

March 15: End of Third Nine Weeks

April 25-29: Easter Holidays

May 23: Last Day for Students

May 24: Records Day and Training for Employees

**half days for kindergarten students prior to date listed*

***half days for preschool students prior to date listed*

Contact Information for Schools



Arabi Elementary School | 8 a.m.-3 p.m. | 504-218-5058,
7200 Alexander Avenue, Arabi, LA 70032



Arlene Meraux Elementary School | 8:40 a.m.-3:40 p.m. | 504-556-0900
4004 Paris Road, Chalmette, LA 70043



Chalmette Elementary School | 8:40-3:40 p.m. | 504-304-0370
75 E Chalmette Circle, Chalmette, LA 70043



Joseph Davies Elementary School | 8:30 a.m.-3:30 p.m. | 504-267-7890
4101 Mistrot Street, Meraux, LA 70075



J. F. Gauthier Elementary School | 8:30 a.m.-3:30 p.m. | 504-272-0700
1200 LA-46, St. Bernard, LA 70085



Lacoste Elementary School | 8:40 a.m.-3:40 p.m. | 504-304-5747
1625 Missouri Street, Chalmette, LA 70043



W. Smith, Jr. Elementary School | 7:30 a.m.-2:30 p.m. | 504-302-1000
6701 E St Bernard Hwy, Violet, LA 70092



Andrew Jackson Middle School | 8 a.m.-3 p.m. | 504-301-1500
201 8th Street, Chalmette, LA 70043



N. P. Trist Middle School | 8 a.m.-3 p.m. | 504-872-9402
1 Pirates Cove, Meraux, LA 70075



St. Bernard Middle School | 8 a.m.-3 p.m. | 504-267-7878
2601 Torres Drive, St Bernard, LA 70085



C. F. Rowley Alternative School | 7:30 a.m.-2:30 p.m. | 504-301-4001
49 Madison Avenue, Chalmette, LA 70043



Chalmette High School | 7:30 a.m.-2:30 p.m. | 9th Grade Academy: 504-272-0300 |
Main Campus: 504-301-2600
1100 E Judge Perez Diver, Chalmette, LA 70043

District Department Directory



Doris Voitier

Superintendent of Schools

doris.voitier@sbpsb.org



Mary Lumetta

**Deputy Superintendent
for Curriculum & Instruction**

mary.lumetta@sbpsb.org

Buildings and Grounds Supervisor

Jason Dewey

jason.dewey@sbpsb.org 504-252-9432

Business and Finances - Chief Financial Officer

David Fernandez

david.fernandez@sbpsb.org 504-301-2000

Business Services

Michael Harlton

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Child Welfare & Attendance Supervisor

Andrea Licciardi

andrea.licciardi@sbpsb.org 504-301-2000

Child Welfare/Special Projects

Tony Morales

tony.morales@sbpsb.org 504-301-2000

Computer Services Manager

Trevor Smith

trevor.smith@sbpsb.org 504-301-2000

Communications and Public Relations

Sara Felt

sara.felt@sbpsb.org 504-301-2000

Curriculum Supervisor - Elementary

Lee Anne Harlton

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Cultural Arts/Drug Free Supervisor

Charles Cassar

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Curriculum and Technology Integration

Conrad Browne

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Dropout Recovery Specialist/Testing

Jill Mitchell

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Early Education Program

Chantele Schellinger

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Elementary Supervisor

Lee Anne Harlton

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Elementary Instructional Coordinator

Brenda Montalbano

brenda.montalbano@sbpsb.org 504-301-2000

Elementary Instructional Coordinator

Amy White-Stein

amy.white-stein@sbpsb.org 504-301-2000

English Language Learners/Supervisor of Special Programs

Deborah Seibert

deborah.seibert@sbpsb.org 504-301-2000

Food Services Manager

Michael Morel

michael.morel@sbpsb.org 504-301-2000

Health and Related Services

Laurie McInnis

laurie.mcinnis@sbpsb.org 504-301-2000

Human Resources - Supervisor of Personnel

Denise Pritchard

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Instructional Supervisor/Mentor Program

Tessie White-Stein

tessie.white-stein@sbpsb.org 504-301-2000

Instructional Coordinator - Middle School ELA/Social Studies

Rebecca Gioe

rebecca.gioe@sbpsb.org 504-301-2000

Instructional Coordinator - Middle School

Stephanie Seago

stephanie.seago@sbpsb.org 504-301-2000

Maumus Center Director

Barry Lemoine

barry.lemoine@sbpsb.org 504-301-0239

Middle School Instructional Coordinator

Rebecca Gioe

rebecca.gioe@sbpsb.org 504-301-2000

Planetarium Coordinator/Science Curriculum

Alisha Capstick

alisha.capstick@sbpsb.org 504-301-2000

Pre-School Coordinator

Chantele Schellinger

chantele.schellinger@sbpsb.org 504-301-2000

Special Education Supervisor, Elementary

Alison Gros

alison.gros@sbpsb.org, 504-301-2000

Special Education Supervisor, Secondary

Joseph Cipollone

joseph.cipollone@sbpsb.org; 504-301-2000

Special Education Coordinator

Krystal Kennedy

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Teach St. Bernard/Supervisor of Literacy

Dr. Kristi Sartalamacchia

kristi.sartalamacchia@sbpsb.org; 504-301-2000

Title IX Sexual Harassment Coordinator

Tony Morales

tony.morales@sbpsb.org 504-301-2000

Transportation Supervisor

Geralyn Russo

geralyn.russo@sbpsb.org ; 504-301-3941

Employment of Personnel

Anti-Discrimination Policy

Equal Education Opportunities

All students enrolled in the schools under the jurisdiction of the School Board shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, sexual orientation or sex, social or economic status, or disability. The School Board shall assure that all students are free from harassment, sexual or otherwise.

The School Board shall authorize the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes in a manner that shall promote equivalency of educational opportunity throughout St. Bernard Parish. The School Board shall endeavor to eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of any personal distinction or characteristic in the following areas:

- School climate/learning environment;
- Courses of study, including physical education;
- Instructional materials and strategies;
- Library materials;
- Software and audio-visual materials;
- Guidance and counseling;
- Extracurricular programs and activities;
- Testing and other assessments

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with School Board policy. Students who experience less than equal educational opportunities or experience discrimination shall report and appeal any harassment or discriminatory practice to appropriate school officials.

Equal Opportunity Employment

It shall be the policy of the St. Bernard Parish School Board that all applicants for admission and employment, students, parents, employees, unions or professional organizations holding collective bargaining or professional agreement with the School Board, sources of referral of

applicants and employment, and any and all entities having business with the district are hereby notified that this School Board does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age, disability, religion, social position, professional assignment, or veteran status in admission or access to, or treatment or employment in, its programs and activities, including any notices required by Title IX of the Education Amendments of 1972 or Part 106 of Title 34 of the United States Code of Federal Regulations. (From Board Policy GAAA)

Guiding Documents for Personnel

All employees should have in their possession this *Employee Handbook*, provided by Central Office, and their *Faculty/Worksite Handbook* provided by their principal/supervisor. In addition, teachers should have access through their administrator to the [Personnel Evaluation Plan](#). All employees should have access to the [Policy Manual of the St. Bernard Parish School Board](#) and the most current [Agreement Between the St. Bernard Association of Educators and the St. Bernard Parish School Board \(Employee/Board Agreement\)](#) through the district's website. Also, all of the documents mentioned here are available through your SAFE Schools portal and/or district website. These documents, in tandem, provide information regarding worksite procedures, administrative policies and procedures, and working conditions for all employees.

Necessary Employment Documents

As part of the employment process, employees must present the following documents to the Personnel Office in order to meet minimum requirements for employment:

- High School Diploma or GED, if applicable
- Skill Certification Certificates, if hired for skilled craft position
- Fingerprints for Criminal Background Check (must be presented prior to hiring)
- Certified Copy of Birth Certificate (required for enrollment in the Retirement System)
- Social Security Card (required for enrollment in the Retirement System)
- Bank Information for Direct Deposit (required for payroll direct deposit)
- In addition, teachers must present:
 - Teaching Certificate or completed application documents for certification
 - Certified transcript showing date and type of college degree awarded (in lieu of high school diploma)
 - Praxis scores – complete battery or required battery for temporary employment*
 - Verification of employment as a teacher in other school districts, if applicable
 - Verification of previous performance evaluations, if employed in a school setting
 - *Teachers who present a partial Praxis battery MUST successfully complete the entire battery by the end of the school year in order to be eligible for re-hire the following year.

Employee Benefits

- **Annual Leave** – 12-month employees are eligible to earn annual leave or vacation days. For information regarding awarding of and use of annual leave, please consult the Policy Manual or the Employee/Board Agreement.
- **Assistance Programs**
 - **Performance Assistance** – Teachers who are struggling in the classroom or other employees who are having difficulty with job performance are provided with specific and documented assistance plans. These plans are designed to help employees achieve the standards of excellence in performance that are expected of every employee. For more information on Assistance Plans, teachers can review the [Personnel Evaluation Plan](#). Other employees may consult with their immediate supervisor.
 - **Substance Abuse Assistance** – All worksites of the St. Bernard Parish School Board are drug-free/tobacco-free sites. Board Policy details the Substance Abuse policies and procedures of the Board. The Employee/Board agreement also references policies and procedures for substance abuse among employees. However, the Board recognizes that some individuals may have personal struggles with substance abuse. Should any employee have a substance abuse concern, he/she should engage in a confidential consultation with his/her principal/immediate supervisor. The employee will receive information regarding assistance. Remember: it is better for an employee to be up-front and honest if struggling with substance abuse and to seek assistance rather than be deemed “under the influence” and/or in violation of Board policy, which may lead to termination.
- **Compensation** – Employees who work 9 months receive their first paycheck of the year on August 15 and on the 15th and last day of the month thereafter for 12 months (ex.: September 15 and September 30, October 15 and October 31, November 15 and November 31, etc.). Employees who work 12 months receive paychecks on the 15th day and last day of the month. All compensation is provided through direct deposit, so it is very important that employees provide bank information to the Personnel Office as quickly as possible once employed.
 - **Deductions** – The following deductions affect compensation: federal taxes, state taxes, retirement system contributions, and federal Medicare tax. The following voluntary deductions are available at the employee’s request: health, dental, life, and vision insurance, investments, union dues, United Way contributions, and Credit Union savings/loan payments.
 - **Extra compensation** – From time to time, employees may receive extra compensation for assigned duties that are separate and apart from their normal job responsibilities. For example, a teacher might teach summer school, might receive extra payment because he/she is “called out” for maintenance reasons after the regular workday, or might sponsor a student team throughout the entire school year. ALL payment for independent work WILL be routed through the payroll department with applicable deductions affecting that compensation.
 - **Overtime** – Classified employees that are eligible for overtime will be paid in accordance with federal law after completing a 40-hour work week. All overtime payment policies and procedures are outlined in Policy GBAA and the Employee/Board Agreement.

- **Salary Schedule** – a copy for the most current salary schedule for teachers is available on the district’s website. Compensation schedules for other employees are available in the Personnel Office.
- **Credit Union** – Employees are eligible for membership in the St. Bernard Parish School Employees Federal Credit Union which operates an office at the Administration Building. By maintaining a membership in the Credit Union, employees can begin a savings account through payroll deduction and seek loans for cars, mortgages, and personal needs.
 - **Contact Information** – The Credit Union is open from 9 a.m. until 4:30 p.m., Monday through Thursday and until 4:00 p.m. on Friday. The phone number is 504-301-9000. Holiday hours typically coincide with the school calendar for the year.
 - **Membership Procedures** – In order to become a member of the Credit Union, employees must complete an application, available at the Credit Union office, and maintain a minimal balance in a savings account. Membership in the Credit Union may be maintained after retirement. Family members may also be eligible for membership in the Credit Union. Please contact the Credit Union for more information.
- **Direct Deposit for Payroll Purposes** – Every employee MUST provide personal bank account information so that he/she may receive compensation through the direct deposit method. This is a benefit to the employee who will continue to receive compensation due him/her on a timely basis should there be an interruption in service during the school year. There are no exceptions to this requirement for all employees.
- **Family Leave** – An employee may request a leave of absence without pay for a period not to exceed twelve (12) weeks in any one work year through the Family Leave Act. Leave will be granted for any of the following reasons: birth of a child and child care; placement of a child for adoption or foster care; to care for an employee's seriously ill spouse, child or parent; or because of a serious health condition which makes the employee unable to perform his or her job functions. For more information on Family Leave, consult the Personnel Office.
- **Health, Dental, and Vision Insurance** – All employees are eligible to purchase health, dental and vision insurance for themselves and their spouses/children. The school system contributes financially to health insurance costs for each employee and retiree who opts for the coverage, and health insurance is paid with pre-tax dollars. Please contact Cindy Franatovich at the Administration Office in order to explore coverage options and their costs, to make an application, or to make changes in insurance coverage. Health insurance is available to vested employees (employees who have 10+ years of coverage) following their retirement from the system. All dental and vision insurance costs are passed on to the employee.
- **Indemnification and Professional Liability Insurance** – All employees are protected by a \$1,000,000 professional liability insurance policy maintained by the district. In addition, Louisiana law REQUIRES the Board to indemnify employees against any judgment, no matter the amount awarded, arising from any incident which might occur while the employee is acting within the proper course and scope of their assigned duties. With this protection, it is not necessary for employees to purchase additional professional liability insurance.
- **Investment Opportunities** – Employees have the option of enrolling in varied savings or investment opportunities as part of their payroll deductions. This provides the employee the option of beginning a retirement nest egg for the future. Contact the Personnel Office for more information regarding investment opportunities.

- **Leave Time** – Employees are allotted a number of “sick” leave days each school year based on service time and length of employment. These may be used for illness and/or emergencies. Additionally, 2 of those same allotted days may be used each year for personal business if the employee notifies his/her principal/supervisor of his/her planned use of a personal day 24 hours in advance. Any unused portion of leave time is rolled over to the next school year. For example, if 5 leave days are used this school year, the employee will start next school year with newly awarded 10 days plus the 5 days from this school year for a total of 15 accumulated leave days. At the end of his/her career, upon retirement, an employee can be paid for up to 25 leave days, if that many are accumulated, and any remaining days are factored into retirement pay. So, it is to an employee’s advantage to accumulate as many leave days as possible in case of an unexpected major illness or so those accumulated days translate into additional dollars in pay upon retirement. For additional information on leave time, including jury duty, family, marriage, military service, personal, or sabbatical leaves, all employees should consult the Employee/Board agreement.
- **Leave Without Pay** – An employee with three (3) consecutive years of service may request a special leave without pay for a period not to exceed one school year. An employee on a leave without pay is not allowed to work at another position during his/her leave time. The employee may retain his/her health insurance for that one school year of leave time if he/she makes timely insurance premium payments. Upon return from a special leave without pay, the employee shall be assigned to a position comparable to the one held prior to his departure or leave. An employee shall only be allowed to receive this special leave without pay once after every seven (7) consecutive years of service. For more information, consult the Personnel Office.
- **Life Insurance** – Employees are eligible to enroll in the state’s Life Insurance program at their expense. For information, application, and costs, contact Cindy Frantovich in the Personnel Office.
- **Meal Prices** – Employees can purchase breakfast and/or lunch in the school cafeteria at their expense and must pay for their meal at the time of service.
- **Retirement** – Teachers, paraeducators, and cafeteria workers upon employment are enrolled automatically in the Teachers’ Retirement System, while other support employees are enrolled automatically in School Employees’ Retirement. These are defined benefits programs that employees must pay into for a minimum number of years in order to be eligible for those benefits upon retirement at the appropriate age. While employees contribute to the retirement system with each paycheck, the Board makes an additional monthly contribution on the employee’s behalf. For additional information on retirement, please contact the assigned Retirement System using contact information at the back of this handbook.
 - **DROP** – Employees, given a certain age and/or a certain number of years of service, may be eligible to participate in the DROP program. DROP is a three (3) year program during which the employee’s calculated monthly retirement income is paid into a state savings account in the employee’s name. At the end of the three (3) years, the savings account pays an additional retirement benefit until funds are exhausted. For more information on Drop, please contact your retirement system.
 - **Post-Retirement Insurance Benefits** – Retirees are eligible to continue their health insurance and life insurance purchases upon retirement. However, dental and vision coverage are no longer open to retirees.

- **Sick Leave Bank** – Eligible employees may participate in the district’s sick leave bank. To be eligible, an employee must have a balance of at least 15 days of sick leave, vacation leave or a combination of both after making any contribution required by the Bank's administrators. No employee shall be required to participate in or become a member of the Sick Leave Bank; and no employee who participates may contribute more than two days per year of accrued sick leave or vacation leave to the Bank. For more information, consult the Employee/Board Agreement.
- **Student Loan Forgiveness** – Employees who financed their education through the federal student loan program may be eligible for forgiveness after completing five (5) consecutive years of service at an eligible school. Most schools in St. Bernard Parish are considered eligible schools. For more information, visit <http://www.studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teachers>.
- **Tax-sheltered Benefits** – Employees who purchase health insurance through the school district pay for these benefits with pre-tax dollars, which results in a savings to the employee. Contact the Personnel Office for additional information regarding tax-sheltered benefits.
- **Worker’s Compensation** – Employees who suffer injury while doing their jobs are entitled to Worker’s Compensation benefits equal to 66 2/3% of salary once the employee’s medical condition requires absence beyond seven (7) days. For additional information on Worker’s Compensation, consult Board Policy DJCC and the Employee/Board Agreement.

Health and Safety Policies

- **Accident Reports** – Any employee, student, or visitor who has an accident while at the worksite MUST complete an accident report whether or not the accident has resulted in injury. Accident Report forms are available from the principal. For more information on Accident Reports consult Policies EBB and GBRIB.
- **Assault** – Employees who are assaulted by students may be eligible for additional benefits and leave time. For more information, consult Policies GAMFD, GBRIB, and JDD.
- **Bullying and Hazing** – Employees are forbidden to foster any form of bullying, hazing, or similar behavior among students, especially toward those being inducted into teams or clubs. Employees are to stop all instances of bullying, hazing, and/or similar behavior and to report such incidents to an administrator. For more information on bullying and hazing, consult Policy JCDAF. Bullying and harassment of employees or parents by employees is strictly prohibited.
- **Child Abuse and Mandatory Reporting** – Employees are required by state law to be mandatory reporters of suspected child abuse and are protected by law when making such reports in good faith. However, employees are encouraged to report the abuse in conjunction with their site administrator. Policies JCEA and JGCE are directives from the Board regarding child abuse and mandatory reporting. See the Mandatory Reporting of Child Abuse guidelines in the Attachments section of this handbook.
- **Communicable Disease** – Employees who suffer from communicable disease are encouraged to remain home until such time the disease is no longer contagious. Employees who suffer from a communicable disease not transferred through casual contact are encouraged to discuss their illness with their site administrator in order to determine the best course of action for the employee, his/her colleagues, and students should an emergency arise. Policy GAMFA explains courses of action which address employees and students with communicable disease.
- **Disabilities** – Employees with disabilities are eligible for reasonable accommodations at the worksite. Policy GAAB outlines Board directives for employees with disabilities.
- **Drug/Alcohol/Tobacco-Free Workplace** – All worksites are drug-free worksites, meaning employees are not to come to work under the influence of drugs or alcohol or to possess drugs, alcohol, or tobacco at the worksite. Employees who must take prescription drugs at the worksite or who take prescription drugs daily should inform their site administrator of the drugs taken so a determination can be made regarding the safety of the employees and others while completing job tasks. Employees who are involved in accidents may be tested for drug influences. Likewise, any employee deemed by two administrators to appear under the influence of drugs while at the worksite will be subject to drug testing. Policy GAME and the Employee/Board Agreement outline procedures and practices regarding the Board's insistence on a
- **Emergency School Closings** – In the event of an emergency school closing, employees will be notified through the automated call system and through the local television and radio media. For more information on emergency closings, consult the Employee/Board Agreement and Policy EBED.
- **Expressing Breast Milk** – Policy GAMJA provides for a private opportunity for mothers to express breast milk during the school day, if necessary, for up to one (1) year after the birth of the child. Employees should arrange with their site administrator for a private area to complete the task and for coverage of students during this time.

- **Handling Body Fluids** – Employees should exercise caution when faced with handling body fluids. Disposable gloves must be used, and any surface areas exposed to expelled body fluids must be properly sanitized. Materials used to clean areas must be properly disposed of. Proper procedures are outlined in Policy GAMFB.
- **Health and Safety Policy** – Policy GAMFD outlines personal health and safety policies aimed at protecting employees. Such policies include not requiring teachers to enter any buildings alone, with exceptions based on job specifics, and the reporting of unsafe or unsanitary working conditions. For more information, consult the Board Policy or the Employee/Board Agreement.
- **School and Student Safety** – Policy EBBB outlines an employee's responsibilities regarding mandatory reporting of threats of violence and terrorism. If an employee has first-hand knowledge of any threat to the safety of others, it is his/her responsibility to report it to an administrator immediately.
- **Searches** – Employees should note that given reasonable cause, the school district has the right to search personal property and automobiles that are brought onto campus by students, employees, and/or visitors. These policies exist out of concern for the safety of others, and procedures and practices are outlined in Policies EBC, GAMI, and JGFF.
- **Student Emergencies** – Employees must notify their administrator immediately of an incident resulting in a student emergency. This is particularly important regarding any student injury occurring on the playground, gym, or ballfield. It is not wise for an employee to assume responsibility for assessing the severity of an injury; therefore, a consultation about an injury with a nurse or trainer, if available, and an administrator should always be immediate.
- **Student Suicide** – Unfortunately, student suicides are very real possibilities. Teachers must undergo suicide training annually. If an employee is contacted by a student and told that he/she is contemplating suicide, the employee must contact the counselor and an administrator immediately. Likewise, any report by other students of one threatening suicide or the notice of a consistent change in behaviors of a student should be considered suspect and reported as well. Teachers, especially, are in a unique position to secure a student's trust and may, therefore, be the one in whom the student confides. Employees should not assume responsibility for counseling the student.
- **Theft of Personal Property** – The school district is not responsible for the theft of personal property brought onto the campus by an employee. Employees should lock all personal belongings in cabinets, lockers, etc. before leaving their classroom or work areas. Employees are strongly encouraged to leave valuables at home. Policy EB speaks to the theft of an employee's property.

Professional Conduct

- **Academic Conferences** – Teachers may, by state law, require parents to attend an academic conference regarding a student's progress, or lack thereof, in class. Such conferences should include an administrator. Teachers should prepare for such conferences with examples of student work, grades, absences, homework, etc., and act as a professional during such conferences. Policy IHAD established practices and procedures for parent conferences.
- **Academic Freedom** – Teachers enjoy academic freedom as outlined in Policy IAA and the Employee/Board Agreement. However, the exercise of academic freedom shall not release an employee from his/her responsibility to teach the curriculum, subject matter, or courses of study adopted and prescribed by the Board. Academic freedom should not be construed as permitting an employee to promote his own views or activities of a personal, political or religious nature to the students in the school setting.
- **Activity Funds** – Employees who sponsor clubs and/or organizations often have responsibilities for collecting dues and other monies from students. Employees are held to a strict accounting for all funds collected and must keep detailed accounting sheets of money received, along with its source. All activity funds are subject to audit at any point in the school year. No employee is to keep money in their desk, file cabinet, or locker. It must be deposited daily with the office.
- **Arrest, Criminal Proceedings** – Any employee who is arrested and/or facing criminal proceedings MUST notify their immediate supervisor as soon as possible of the incident and provide proper paperwork substantiating the details. Such information shall be held in confidence and will not affect the employee's status unless the details of the arrest/criminal proceedings has an impact on the employee's ability to perform his/her job or involves activities that allegedly occurred at the worksite. Details for Board procedures and practices are outlined in Policy GBRA.
- **Bus Operators** – Bus drivers should consult Policies EDC, ED, EDCC, EDD, EDDA and the Employee/Board Agreement for specific policies, procedures, and practices that affect their employment and conduct at the worksite.
- **Cell Phone Usage** – Employees are prohibited from using their personal cell phones while performing their assigned duties. Teachers should not have cell phones on their desks or in sight of students during teaching time. Any emergency phone calls should be routed through the office. Bus operators are not to use cell phones while driving. The use of cell phones is discussed in Policies EBC, EDC, GAMI and in the Employee/Board Agreement.
- **Confidentiality** – As an employee of the Board, personnel have access to student and, often, parent personal information. All information regarding students and their parents is to remain confidential and MUST NOT be shared with any employee or other individual who is not in the position to deal with that student and/or parent. Policy GAK outlines employee responsibility for confidentiality, and employees who breach confidential information may be subject to disciplinary action.
- **Conflicts of Interest** – Policy GAI prohibits employees from soliciting customers for products for sale by the employee or from actively campaigning for the purchase of materials in which the employee shares an interest. Employees who think they may have a conflict of interest should notify their administrator.

- **Copyright Policy** – Policy EFB directs that unlawful copies of copyrighted materials may not be produced on Board-owned equipment or within Board-owned facilities and may not be used with Board-owned equipment, within Board-owned facilities, or at Board-sponsored functions. Employees should consult with their administrators if they are unsure of the copyright of certain instructional materials.
- **Corporal Punishment** – Policy GAMC and the Guide to Student Conduct expressly prohibit the use of corporal punishment in all schools within the district.
- **Discipline** – Employees found in violation of Board policies or procedures outlined in this handbook, the Board Policy Manual, the Employee/Board Agreement, or the Faculty/ Worksite Handbook may be subject to disciplinary action, up to and including termination. Administrators typically practice progressive discipline whereby an employee is notified of the infraction at a first occurrence. Such following disciplinary action may include written reprimand, suspension, and recommendation for termination. However, an action deemed egregious at the first occurrence may result in immediate recommendation for termination. For additional information, consult Policies GBK and GBN and the Employee/ Board Agreement.
- **Dress Code** – Employees must abide by the dress code outlined in the Employee/Board agreement and Policy GAMB. Copies of the dress code are available from the administrator.
- **Employee Conduct** – Policy GBRA outlines a code of conduct for all employees who occupy a position of public trust in interactions within the school and the community. All employees, student teachers, and interns have the responsibility to be familiar with the policies of the Board and the administrative procedures designed to implement policies. Employees shall be expected to:
 - Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner;
 - Respect the rights and property of students, other employees, and the public;
 - Maintain confidentiality of all matters relating to students and other employees;
 - Demonstrate dependable attendance and punctuality in assigned duties;
 - Observe and adhere to all terms of an employee's job description;
 - Strive to keep current and knowledgeable about the employee's area of responsibility;
 - Refrain from promoting personal attitudes and opinions in matters other than for general discussion;
 - Refrain from using undue influence to gain promotion, leave, favorable assignments, or other individual benefit or advantage; and
 - Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties in personal behavior and in posting to social media sites.
 - While the operation of schools is governed by the provisions of this and all other policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain conducts are unacceptable even in the absence of formal Board policy. For instance, a classroom teacher should be aware of the impropriety of certain practices such

as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and shall result in the imposition of discipline up to and including termination.

- **Ethics** – Each employee is required by state law to participate annually in online Ethics Training. Because each employee is considered a public employee, there are ethics laws governing endorsements, gifts, and solicitations. Employees can learn more about state ethics governing such in policies BE, GAI, and GAJ.
- **Evaluation** – Each employee is required to undergo an annual evaluation of his/her work performance. The practices and procedures for employee evaluation are found in Policy GBI, the Personnel Evaluation Plan, and the Employee/Board Agreement.
- **Improper Conduct with Students** – State law and Board policies strictly prohibit improper conduct among employees and students. Employees are advised not to be alone with students behind closed doors except in specific cases such as counseling sessions, medical examination, and one-on-one testing. When it is necessary to meet with individual students, employees should make sure that doors are open, and he/she and the student are visible from the hallway. It is not advisable for employees to transport students in their personal vehicles. Policy GBRA provides additional information on improper conduct with students.
- **Physical Restraint of Students** – Employees always should refrain from physically restraining students unless they present as a danger to themselves or others. Physical restraint means bodily force used to limit a person's movement; however, it does *not* include:
 - Unintentional contact;
 - Momentary blocking of a student's action that is likely to result in harm to the student or other person;
 - Holding a student for the purpose of calming the student, provided his/her freedom of movement is not restricted;
 - Minimal physical contact for the purpose of safely escorting a student from one area to another;
 - Minimal physical contact for the purpose of assisting the student in completing a task or response.
 - It is advisable for an employee trained in physical restraint to handle special education students requiring physical restraint.
- **Political Activities** – Employees may not participate in political activities on campus or wear political shirts, buttons, etc. for the purpose of endorsing candidates. Political fliers may not be distributed to employees through their professional mailboxes. Such prohibitions are discussed in Policies GAHB and KIE and the Employee/Board Agreement.
- **Student Identification** – State and federal law govern the protection of student information. In accordance with those laws and those rights outlined in the Family Educational Rights and Privacy Act (FERPA), employees are not to disclose a student's name, address, phone number, social security number, or any other information considered personal with anyone for any reason other than authorized personnel for authorized use. Also, student's photographs should never be posted to the social media sites belonging to employees. They should only be posted on school-sponsored sites and then only if parents' have given permission for posting. More information on student identification can be found in Policies ADA, IFDA, and JR.

- **Weapons** – Employees are prohibited from bringing weapons on campus for any reason. Weapons should also not be kept in an employee's vehicle parked on campus. For more information on prohibitions against weapons, consult Policy GAMG.

Sexual Harassment and Misconduct

Title VII Employee Sexual Harassment

Harassment on the basis of sex is a violation of state and federal law. The St. Bernard Parish School Board will not tolerate any sexual harassment on the part of any employee towards another employee or a student, even if the same sex, within the workplace. Conduct in violation of this prohibition may subject the offending party to disciplinary action, up to and including dismissal, and/or criminal prosecution.

Romantic or sexual advances toward students by employees, or sexual relationships between employees and students are never appropriate, whether or not they are consensual or otherwise outside the definition of sexual harassment. Employees engaging in inappropriate relationships with students will be subject to disciplinary action.

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

Definition

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment on the basis of sex, race, color, national origin, and religion.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

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

Reporting Procedure

If an individual has concerns or a complaint about the nature of any conduct or physical contact by another employee or other individual, the individual should immediately report such concern to his/her immediate supervisor. Administrators and supervisors who become aware of any allegation of possible

harassment shall report such allegations to the Superintendent and supervisor in charge of investigating sexual harassment. All reports shall be adequately investigated in a timely manner and done in a discreet manner yet on a thorough basis. The victim who is reporting the concern, the person against whom the complaint is filed, and any witnesses provided to the investigator by those individuals shall be interviewed. Appropriate disciplinary action shall be taken when violations of this policy have been determined. If criminal activity is involved, the action shall also be reported to local law enforcement.

Results Of Investigation

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

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

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

Retaliation Prohibited

It is strictly forbidden for any employee having authority over another to use any form of retaliation against any person who reports, testifies, assists, or participates in an investigation, proceeding, or hearing relating to a sexual harassment complaint. The Superintendent shall discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation shall include, but not be limited to, any form of intimidation, reprisal, harassment, unjust assignments, or ridiculing at any time.

Non-Harassment

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

Sexual Harassment As Sexual Abuse

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

Notification/Training

Copies of this policy shall be circulated to all schools and departments of the St. Bernard Parish School Board and placed on the School Board's website. Training sessions on the provisions of this policy and the prevention of sexual harassment shall be held in all schools on an annual basis. Training sessions for new non-teaching employees shall be conducted annually. Supervisors and other persons designated to accept or investigate complaints of sexual harassment in the workplace shall receive additional education and training.

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

Title IX: Sexual Harassment Policy

The St. Bernard Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours.

Tony Morales
Title IX Coordinator
St. Bernard Parish Public Schools
504-301-2000 | tony.morales@sbpsb.org
200 East St. Bernard Hwy., Chalmette, LA

Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator.

Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

Definitions

- **“Actual knowledge”** means notice of sexual harassment or allegations of sexual harassment as defined below to the Title IX Coordinator or to any School Board employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Actual knowledge does not exist if the only person with actual knowledge is the “respondent” as defined below.
- **“Administrative leave”** means placing an employee respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.
- **“Advisor”** is an individual who either the complainant or respondent may have to support that party during the course of the complaint process. The advisor need not be an attorney. The advisor is at the party's sole expense, if any. The advisor may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.

- **“Complainant”** means a student who is alleged to be the victim of conduct that could constitute sexual harassment as defined below.
- **“Decision-Maker”** is someone other than the Title IX Coordinator or Investigator. For the School Board, the Decision-Maker is the Supervisor of Student Welfare and Attendance (student-on-student complaints) or the Supervisor of Human Resources (employee-on-student complaints). The Decision-Maker issues a written determination regarding responsibility based on the complaint investigative report.
- **“Education program or activity”** includes any school, administrative building and any School Board location, event, or circumstance over which the School Board and its employees and staff have or exhibit substantial control over students and the context in which harassment occurred. This policy applies to conduct that occurs in the virtual classroom which shall be considered a School Board “education program or activity”.
- **“Emergency removal”** means removing a respondent student from the School Board’s education program or activity on an emergency basis, provided that the Title IX Coordinator undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The Title IX Coordinator also provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- **“Formal complaint”** means a document filed by a complainant (victim) or signed by the Title IX Coordinator alleging sexual harassment (as defined below) against a respondent requesting an investigation of an allegation of sexual harassment. The complaint may be filed with the Title IX Coordinator in person, by mail, and/or by electronic means. “Document filed by the complainant” means a document or electronic submission, such as by electronic mail or through an online portal that contains the complainant’s physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party to the complaint.
- **“Investigator”** is the person designated by the Title IX Coordinator to investigate allegations which may constitute “sexual harassment” (as defined below) and to produce an investigative report. The Investigator may be the Title IX Coordinator, but in no instance may the Investigator also be the Decision-Maker (as defined above).
- **“Notice”** is given when any School Board employee, Title IX Coordinator, or any official with authority witnesses sexual harassment; hears about sexual harassment or sexual allegations from a victim or third party (e.g., the victim’s parent or guardian, friend, or peer); receives a written or verbal report about sexual harassment or allegations of sexual harassment; or by any other means.
- **“Remedies”** are what the School Board provides to the complainant and to the respondent after the School Board has made a determination of responsibility for sexual harassment against the respondent via the grievance process. Remedies may include supportive measures (as defined below) designed to restore or preserve equal access to the School Board’s education program or activity and may be disciplinary and/or punitive in nature with respect to the respondent. Remedies also include disciplinary sanctions which, for employees, may include all available

disciplinary action up to and including termination of employment and, for students, all available disciplinary action up to and including expulsion.

- **“Respondent”** means a student or employee who has been reported to be the perpetrator of conduct that would constitute sexual harassment within the meaning of this policy.
- **“Sexual harassment”** means, for purposes of this policy, conduct on the basis sex that satisfies one or more of the following:
 - An employee of the School Board conditioning the provision of an aid, benefit, or service of the St. Bernard Parish School Board on an individual’s participation in unwelcome sexual conduct. (quid pro quo sexual harassment)
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board’s education program or activity; or
 - Sexual assault as defined in 20 USC 1092, dating violence as defined in 34 USC 12291, domestic violence as defined in 34 USC 12291, or “stalking” as defined in 34 USC 12291.
- **“Standard of evidence”** is a preponderance of evidence which means a finding that is more likely than not that the sexual harassment occurred. The standard is met when a finder of fact has determined with 50.1% certainty that sexual harassment has occurred.
- **“Supportive measures”** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the educational environment, or to deter sexual harassment. Supportive measures may include counseling, extension of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining confidentiality would not impair the ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- **“Title IX Coordinator”** is the individual designated and authorized by the Superintendent to coordinate Title IX compliance for the School Board, including, but not limited to, the Title IX sexual harassment policy and grievance procedures addressed herein. The Title IX Coordinator shall receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be posted on the School Board website and in each handbook or catalog that it makes available to applicants for admission and employment, students, parents or legal guardians of students, and employees.
- **“Title IX”** refers to Title IX of the Education Amendments of 1972 (20 USC 1681, et seq.) and the regulations promulgated thereunder. Title IX prohibits discrimination on the basis of sex in education programs and activities that receive Federal financial assistance, including the St. Bernard Parish School Board.

Report Procedure

1. Any student who believes that he or she has been the victim of sexual harassment, as defined herein, by another student or by a School Board employee or staff member is encouraged to report the matter to the Title IX Coordinator or other School Board employee.
2. Any person, such as a parent/guardian, principal, school administrator, teacher, friend, or bystander, may report sexual discrimination, including sexual harassment, whether or not the person reporting is the alleged victim of conduct that may constitute discrimination or sexual harassment. The report should be made to the Title IX Coordinator.
3. Reports may be made by mail, telephone, or email using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving a verbal or written report.
4. Upon actual knowledge or notice of alleged sexual harassment of a student, the Title IX Coordinator must, within 24 hours, contact the complainant student and, as appropriate, parent/guardian, to determine the immediately available facts and to discuss options, including the availability of supportive measures which are available with, or without, the filing of a formal complaint.
5. The report of alleged sexual harassment must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual harassment or retaliation. A report should, at a minimum, include: (a) a description of the alleged act of sexual harassment, including the date(s), time(s), and place(s) it is alleged to have occurred; (b) the identity of the alleged victim; (c) the identity of the alleged harasser; and (d) identity of the reporting person.
6. During the initial contact following receipt of the report, the Title IX Coordinator must notify the complainant student and parent/guardian, as appropriate, of the right to file a formal complaint and how to do so.
7. If the complainant elects not to file a formal complaint, the Title IX Coordinator may proceed as follows:
 - a. The Title IX Coordinator may close the report without further action if there is insufficient information to warrant opening an investigation despite the complainant's wishes. If the report is closed, the Title IX Coordinator must:
 - i. Provide supportive measures, as appropriate, which must remain confidential;
 - ii. Document reasons why closure of the report was not deliberately indifferent;
 - iii. Document measures taken to preserve and restore equal access to programs or activities;
 - iv. If no supportive measures are provided, document the reasons why the response was not clearly unreasonable, and
 - v. Maintain the confidential report for seven (7) years.
 - b. The Title IX Coordinator may sign and file a formal complaint even where the complainant does not wish to move forward. The Title IX Coordinator will open an investigation despite the complainant's wishes if the report is sufficient to impart knowledge that any person is sexually harassing or assaulting students or implies a pattern of sexual harassment by a person in a position of authority.

Complaint Procedure

Upon receipt of a formal written complaint by a complainant student or employee, the Title IX Coordinator must immediately provide written notice to the known parties, containing a copy of these grievance procedures, including the informal resolution process and appeals processes. Such written notice must contain the following elements:

1. Notice of the allegations of sexual harassment potentially constituting sexual harassment, as defined herein, to include sufficient details known at the time and allowing time to prepare a response before any initial interview known.
2. A statement that the complainant and respondent will be treated equitably by:
 - a. Providing remedies for a complaint when the determination of responsibility for sexual harassment has been made against the respondent, and
 - b. By following this grievance process before imposing any disciplinary action against the respondent, or other actions that are not supportive measures. Remedies must be designed to restore or preserve equal access to the School Board's education program or activities and include individual services such as "supportive measures;" however, remedies may be disciplinary or punitive, as appropriate under the circumstances.
3. A statement that the respondent is presumed not responsible for the alleged conduct until a determination of responsibility has been made at the conclusion of the investigation.
4. Notice informing each party that they may have an advisor of their choice, who may be, but is not required to be, an attorney and who may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
5. Notice of any provision in the St. Bernard Parish School Board Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the complaint process.
6. A statement that, if, in the course of the investigation, the Title IX Coordinator or designated Investigator decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to this section, the Title IX Coordinator must provide written notice of the additional allegations to the parties whose identities are known.
7. Notice that the Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a complaint process involves more than one complainant or more than one respondent, references in this section to a singular "party," "complainant," or "respondent" include the plural, as applicable.
8. Notice that, if the respondent is a St. Bernard Parish School Board employee, such employee may be placed on administrative leave during the pendency of the grievance process.
9. Notice that, if the respondent is a St. Bernard Parish School Board student, such student may be subject to emergency removal if, after a safety and risk analysis, it is determined that the student is an immediate threat to the physical health or safety of another student. Before any such removal the student must be provided notice and an opportunity to challenge the decision. Additionally, students with disabilities must be afforded all procedural safeguards as may be available.

10. Notice that retaliation, including but not necessarily limited to, intimidation, threats, coercion, or discrimination of any individual with a purpose of interfering with any right or privilege secured by Title IX is strictly prohibited and subject to disciplinary action.

Investigation Of A Formal Complaint

When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator and Investigator will:

1. Initiate the investigative process within three (3) working days of receipt of the formal complaint and ensure that the investigation process is completed within twenty (20) calendar days of initiation of the investigation. Temporary delays and limited extensions of time are permissible for good cause. Complainant and respondent must be notified in writing of any temporary delays and/or limited extensions of time with the reasons therefore.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the Title IX Coordinator and Investigator and not on the parties.
3. Provide equal opportunity for the parties to present witnesses, to submit written questions for the other party/witness to answer provided the Title IX Coordinator determines the questions to be relevant, and other inculpatory and exculpatory evidence to the Title IX Coordinator and Investigator.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence to the Title IX Coordinator.
5. Not allow as relevant evidence questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The Title IX Coordinator or Investigator must explain to the party proposing the questions any decision to exclude a question or evidence as not relevant.
6. Provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings or proceedings, with sufficient time for the party to prepare. The party may be accompanied by an advisor.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint. This includes the evidence upon which the Title IX Coordinator or Investigator does not intend to rely to reach a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The purpose is so each party can meaningfully respond to the evidence prior to the conclusion of the investigation.
8. Prior to completion of the investigative report, the Title IX Coordinator or Investigator must provide the evidence to each party and their advisor, if any. The parties then have ten (10) calendar days to submit a written response, which the Title IX Coordinator or Investigator will consider prior to completion of the investigative report.
9. After the 10-day response period and considering responses and any additional evidence submitted by the parties, create an investigative report based on an objective evaluation of all

relevant evidence. The report shall fairly summarize the relevant evidence and shall, upon completion, be sent to each party, and the party's advisor, if any.

Determination Regarding Responsibility

After the Title IX Coordinator sends the investigative report to the parties and before the Decision-Maker reaches a determination regarding responsibility, the Decision-Maker(s) must afford each party seven (7) calendar days to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up from each party.

The Decision-Maker(s), who cannot be the same person(s) as the Title IX Coordinator or the Investigator(s), must issue a written determination regarding responsibility within ten (10) calendar days of the completion of the question and answer period to both parties, simultaneously.

To reach this determination, the Decision-Maker must apply the standard of evidence described in the Definitions section of this procedure. The written determination must include —

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications of the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and interviews or other proceedings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the School Board policies and/or the Student Code of Conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on a respondent, and whether the remedies are designed to restore or preserve equal access to the School Board's education program or activity will be provided by the Decision-Maker to the complainant; and
6. The School Board procedures and permissible bases for the complainant or respondent to appeal;
7. The Decision-Maker must provide the written determination to the parties simultaneously.
8. The determination regarding responsibility becomes final either on the date that the Decision-Maker provides the parties with the written determination of the result of an appeal, if an appeal is filed, or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely.
9. The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

1. Both parties or either party may appeal within seven (7) calendar days from a determination regarding responsibility, or from the Title IX Coordinator or the Decision-Maker's dismissal of a formal complaint or any allegations therein, on the following grounds:
 - a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or

- c. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against either party generally, or the individual complainant or respondent that affected the outcome of the matter. For all appeals, the Superintendent or designee must:
 - i. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both sides;
 - ii. Ensure that any Superintendent's designee for appeal is not the same person as the Decision-Maker(s) who reached the determination regarding responsibility or dismissal; the Investigator(s), or the Title IX Coordinator;
 - iii. Allow both parties ten (10) calendar days and an equal opportunity to submit a written statement in support of, or opposition to, the outcome;
 - iv. Issue a written decision describing the result of the appeal and the rationale for the result; and e. Provide the written decision simultaneously to both parties.

Retaliation Prohibited

1. Retaliation of any nature against any student or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of the School Board's sex discrimination policy. Such retaliation is considered an act of sexual harassment itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or meeting under this procedure. Intimidation, threats, coercion, or discrimination constitute retaliation. These prohibited actions include charges against an individual for policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or 34 CFR Part 106 (the Title IX regulations). The Title IX Coordinator must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including sexual harassment, any complainant, any alleged respondent, and any witness (except as may be permitted by the FERPA statute (20 USC 1232(b)), FERPA regulations (34 CFR Part 99), or as required by law, or to carry out the purpose of 34 CFR Part 106, including the conduct of any investigation, or judicial proceeding arising thereunder). Complaints alleging retaliation may be filed according to these procedures.
2. Specific circumstances
 - a. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section.
 - b. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a proceeding under these procedures does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Dismissal Of A Formal Complaint

1. The Title IX Coordinator must review the allegations made in a formal complaint. If the conduct alleged in the formal complaint would not constitute “sexual harassment”, as defined herein, even if proved, or did not occur in a School Board education program or activity, then the Title IX Coordinator must dismiss the formal complaint. Such a dismissal does not preclude action under any other School Board policy or the Student Code of Conduct.
2. The Title IX Coordinator may dismiss the formal complaint or any allegations therein, if, at any time during the investigation, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School Board; or specific circumstances prevent the Title IX Coordinator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Upon a dismissal required or permitted pursuant to this section, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefore simultaneously to both parties.

Informal Resolution

At any time after the filing of a formal complaint — but before the issuance of a determination of responsibility — the Title IX Coordinator may offer to facilitate an informal resolution process, such as mediation or restorative justice, that does not require a full investigation and adjudication, provided that the Title IX Coordinator:

1. Provides the parties a written notice disclosing: the allegations, an explanation of the informal process, including the consequences of engaging in informal resolution and notice that, at any time prior to agreeing to a final resolution, a party may withdraw from the informal resolution process and resume the formal grievance process;
2. Obtains the parties’ voluntary, written consent to the informal resolution process; and 3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Discipline

An employee or student may be subject to discipline if there is a determination of responsibility for sexual harassment or retaliation under this policy. The Title IX Coordinator will refer the matter to the appropriate administrator to initiate disciplinary proceedings. A student or employee subject to disciplinary action shall be afforded due process in accordance with State law and School Board policy.

Training

The Title IX Coordinator, Investigator(s), Decision-Maker(s), and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment as stated in this procedure, the scope of the School Board’s education program or activity, how to conduct an investigation and grievance process including interviews, appeals and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Investigators must receive training on issues of relevance to create an investigative report that fairly

summarizes relevant evidence. Any materials used to train Title IX Coordinators, Investigators, Decision-Makers and any person who facilitates an informal resolution process, must not rely on sex stereotypes, and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Recordkeeping

The Title IX Coordinator must maintain for a period of seven (7) years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Title IX Coordinator must document the basis for the conclusion that any response was not deliberately indifferent, and must document the measures taken and designed to restore and preserve equal access to the School Board's education program or activity. If a complainant was not provided supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the Title IX Coordinator in the future from providing additional explanations or detailing additional measures taken. In addition, the following must be maintained:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies providing to the complainant designed to restore or preserve equal access to the School Board's education program or activity.
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefore; and
4. All materials used to train the Title IX Coordinator(s), Investigator(s), DecisionMaker(s), and any person who facilitates an informal resolution process. All training materials must be publicly available on the School Board website.

Suspected Child Abuse

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse under School Board policy JGCE (Child Abuse), then all school employees will be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to these procedures for handling sexual harassment or any other complaints. Any School Board employee who has reason to believe that a sexual offense has occurred under Louisiana law or that constitutes prohibited sexual conduct between an educator and a student must immediately report such information to the Title IX Coordinator who will file a report with the appropriate local or state law enforcement agency. Failure to make such a report may result in disciplinary action against the employee, up to and including possible termination.

Police And Medical Resources

A student who experiences any form of sexual assault is strongly encouraged to seek immediate medical care. Students may undergo a medical exam to properly collect and preserve physical evidence of any sexual assault with or without police involvement. For a medical emergency and/or to make a report to law enforcement, call 911.

Ref: 42 USC 2000e (Civil Rights-Definitions); 29 CFR 1604.11 (Guidelines on Discrimination Because of Sex-Sexual Harassment); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81

Technology Use

Communications with Students

Policy GAMIA prohibits electronic communications with students except in specific cases with coaches or sponsors. Employees should not give students their cell phone numbers nor should they encourage students to call them. Employees should not ask for students' cell phone numbers except when involved in school record-keeping activities. Similarly, employees should not befriend students on social media sites. Such actions open the employee to charges of inappropriate conduct. All electronic communication with students should take place on the district's platform so that a record of communication can be maintained for the employee's protection.

Electronic Resource Use

All electronic resources available to employees should be used for professional purposes only. Employees should not use Board email for personal communication or computers for personal activities. All employee computer activity is monitored on a regular basis for inappropriate use, and records of all email that is routed through the district email service is considered public record. In no instance should an employee access social media sites on Board-issued electronic devices.

Social Media Use

Policy EFFA was adopted by the Board in order to set guidelines for an employee's use of social media, understanding that for the community at large it is difficult to separate an employee's personal life and his/her status as a spokesperson for the school district.

- Before posting content, employees should give thought as to whether the content reflects on their professionalism, whether they would want the content attributable to them in the newspaper or on the evening news, and whether they would feel comfortable if the content was read or viewed by colleagues, supervisors, students, parents, or Board members.
- Employees should act on the assumption that all postings may be in the public domain, cannot be taken back, remain public for a long time, and may be shared with others by those to whom the employee has granted access.
- Employees shall not post information on personal sites about students, their families, other employees, school organizations, or Board business which has been obtained due to his/her employment.
- Employees shall not post student information, pictures, videos, or student work products on personal social media sites.
- Employees' comments referencing the school system, a school, its students, and/or other employees shall always meet the highest standards of professional discretion.

- Employees shall not use the school system's logo or other copyrighted materials of the Board without express, written consent from the Board.
- Employees shall not use postings to libel or defame the school system, students, or any employees.
- Employees shall not use postings to harass, bully, or intimidate other employees or students. Without the need for a specific warning, policy, or prohibition, employees know, for example, that the posting of nudity, pornography, sexually suggestive information or drug/drug-related references is unacceptable. In addition, employees are warned against posting items which may call into question their ability to fulfil their assigned duties in a fair and impartial manner.
- "Friending" students currently enrolled in the school system via personal social media accounts is prohibited. While there may be certain limited exceptions to these guidelines, such as a student who may be a relative or in those instances where an employee's interaction with a student is as a result of certain non-school activities such as Boy/Girl Scouts or religious organizations, employees who communicate with students via social media must understand they may be granting those students, and possibly their friends, access to content in their personal profiles and should ensure students are protected from exposure to content that might compromise the employee's professional reputation.

Procedures

- **Absence Reporting** – Employees shall report their absence to their supervisors, schools or departments no less than sixty (60) minutes prior to the onset of the workday. All absences are to be reported through *SmartFind* using the employee's Board-issued identification number. For more information on absence reporting, consult Policy GBRB and the Employee/Board Agreement.
- **Address and Phone Number Changes** – Employees who change their address and/or phone number should notify their administrator and the Personnel Office as soon as possible of the changes. This will allow the administration to include you on emergency phone calls and for you to receive important notices that are mailed from the district and the state.
- **Assignment to Positions** – Employees should be notified prior to the end of each school year of their position assignments for the coming year. Procedures for position assignment are outlined in Policy GBE and the Employee/Board Agreement.
- **Calendar** – The school calendar is adopted by the Board in November/December of each year at the recommendation of employees. A committee of employees suggests alternatives for the coming year's calendar, and employees vote on suggested options. The new calendar is then published on the district's website in January. For more information on the school calendar, consult Policy AEA and the Employee/Board Agreement.
- **COGNIA**– the school district maintains accreditation through the state and COGNIA, an independent consortium of schools nation-wide that are deemed to maintain high educational standards. Employees must participate in accreditation-related activities every five years for the district to maintain its accreditation by the agency.
- **Complaints and Grievances** – From time to time, employees may have concerns about their job duties or working conditions. Employees are encouraged to meet with their administrators to discuss those concerns and seek a resolution together. However, the employee has the right to formalize complaints and/or grievances in a process outlined in Policy GAE or the Employee/Board Agreement.
- **Crisis Management** – Employees are expected to be familiar with the school's crisis management plan and fulfill their assigned roles in the event of an emergency in order to ensure everyone's safety. Policy EBBC outlines crisis management procedures, and each school has its own crisis management plan which is shared with employees by the principal.
- **ID Badge** – Employees must wear their issued ID badges at all times when on campus.
- **Lesson Plans** – Policy IKI requires teachers to submit lesson plans in a timely manner. Additional information on the format of lesson plans, contact your school principal.
- **Personal Items on Campus** – Employees are encouraged not to bring personal items on campus, as the Board cannot be responsible for such in the event of loss or theft. Policy EB outlines practices regarding personal items on campus.
- **Personnel File** – Each employee has one official personnel file, and that is maintained in the Personnel Office. Employee's are allowed to inspect their personnel files upon request. Items in the Personnel File include, but are not limited to, employment information, transcripts, contracts, retirement enrollment forms, leave requests, evaluations, copies of correspondence initiated by

the employee, grievances filed by the employee, etc. Policy GAK, the Employee/Board Agreement, and state law governs the content of an employee's Personnel File.

- **Probation** – All employees are probationary at the onset of their employment, the terms of which are outlined in Policy GBG and the Employee/Board Agreement. Teachers and bus drivers no longer automatically achieve tenure. However, teachers who are deemed highly effective for five (5) years within a six (6) year period may be awarded tenure.
- **Private Vehicle Use** – Employees are discouraged from transporting students in their private vehicles. Employees who do so, however, must possess proper automobile insurance. Any employee who drives their personal vehicle onto school board property recognizes the Board's right to search the vehicle for reasonable cause. Policy EDBB governs an employee's private vehicle use.
- **Sign-in/Sign-out** – Employees are required to sign-in upon reporting for work each day. Certain classifications of employees are also required to sign-out upon departure. Employees who do not sign-in properly risk being charged with an absence. No employee is to sign-in for another employee. For more information on sign-in/sign-out procedures, consult with your site administrator.
- **Searches** – Employees, students, and visitors and their personal property on school board property are subject to search with reasonable cause. Searches of employees is in keeping with guidelines set forth in Policy GAMJ. The Board reserves the right to inspect any Board-owned property including, without limitations, computers, desks, lockers, and similar furnishings at any time, with or without notice. An employee's personal property brought onto campus may be subject to inspection, including searches, in connection with the Board's investigation of stolen property, hazardous materials, controlled substances, or the health and safety of employees and students. As a condition of employment, each employee shall acknowledge, through receipt of the handbook, the Board's right to conduct such inspections and cooperate in all respects during any such proceedings.
- **Terrorism, Threats, and Violence** – Policy EBBB dictates procedures and practices in the event of threats, violence, and terrorism. Employees are expected to follow all procedures in the site's Crisis Management Plan and to report immediately any rumors or pronouncements heard or activities related to threats, violence, and/or terrorism.
- **Transfers and Vacancies** – Employees wishing to transfer to vacant positions should note any announced vacancies. Vacancies for support positions are advertised throughout the school year, while vacancies for teaching positions are advertised in April and are filled during Transfer Day and/or Job Fair. Employees who are hired on a Temporary Basis are required to apply for a permanent position once it is advertised. For more information on transfers and vacancies, consult the Personnel Office. Administrative vacancies are advertised typically at the end of the school year.
- **Verification of Employment** – In order to receive compensation with credit for years of previous experience, employees must have former employers complete Verification of Employment documents. While the Personnel Office will assist with this, securing the documents ultimately is the employee's responsibility. Along with verification of employment dates, sick leave transfer eligibility from another Louisiana parish public school and previous evaluation information must be provided by previous employers.

- **Work Orders** – Employees who are having difficulty with maintenance issues or technology issues are to submit work orders through their immediate supervisor.
- **St. Bernard Association of Educators** – Teachers and support employees are represented before the Board by the St. Bernard Association of Educators. The first agreement between the union and the Board was written in 1988, and there has never been a job action in St. Bernard Parish. The relationship is a positive, amicable one. Much of the information contained in this handbook is also found in the Employee/Board Agreement which is located on the Board's website. Your worksite administrator also has a copy of the Agreement. Employees are allowed to pay union dues through payroll deduction; however, it is not mandatory for employees to be union members. This is a personal choice for each employee.

Mandatory Reporting of Child Abuse

Must I report my suspicion that a child is being abused? Yes, by law, any person who provides care, training, supervision, or protection to a child in a professional or voluntary capacity is a mandated reporter. Any suspected child abuse must be reported to the Department of Child and Family Services (DCFS).

The Procedure for Reporting Child Abuse

Immediately upon suspecting a child is being abused or upon receiving a report of suspected child abuse, the following procedure may be followed:

Meet with the principal or other administrator

- If it is decided that the principal will make the call to the DCFS, the person making the report must sit with the principal during the call and be identified as the mandatory reporter
- Call the DCFS Hotline at 1-855-452-5437.
- Cooperate with DCFS, Law Enforcement, and Central Office as requested
- Keep all information regarding suspected child abuse confidential
- If it is suspected that the abuse occurred on school board property, the Supervisor of Child Welfare must also be notified

What Information Do I Need to Make the Call?

The mandatory reporter or principal will speak to a DCFS Intake Worker, at which time the following information must be provided:

- 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 another individual, etc.)
- Type of reported abuse (i.e., physical abuse, sexual abuse, neglect, emotional abuse)
- Name of alleged abuser
- Name and address of the person reporting

State law protects all mandatory reporters from any action from the alleged abuser as long as the report is made in good faith and in the best interest of the child.

Local law enforcement must also be notified.