

Richland Parish School Board

Policies & Procedures

Classified Employees

2018 – 2019

Classified Staff Signatures Required

Policies Included:

Civil Liabilities, Legal Defense and Indemnification for School Employees

Drug Free Workplace

Employee Conduct

Employee Tobacco Use

Employee Use of Electronic Telecommunication Devices

Evaluation

Family Education Right to Privacy Act (FERPA)

Operational Safety

Sexual Harassment

Sick Leave

Use of Internet Regulations

The policies listed above, as well as all other district policies to be followed by employees, can be accessed online at:

<http://richland.k12.la.us/caps/RichlandCAPS.htm>

§416.4. Civil liability; legal defense and indemnification of all public school employees

A. In addition to the provisions of R.S. 17:416.1(C), 416.3(B) and (C)(2)(a), and 416.6(B), should any public school employee be sued for damages by any student or any person qualified to bring suit on behalf of any student based on any action or statement or the omission of any action or statement by such employee when in the proper course and scope of his duties as defined by the school board employing such employee, then it shall be the obligation of said school board to provide such defendant with a legal defense to such suit including reasonable attorney fees, investigatory costs, and other related expenses. Should any such employee be cast in judgment for damages in such suit, it shall be the obligation of the school board employing such defendant to indemnify him fully against such judgment including all principal, interest, and costs, except that the school board shall not be responsible for any costs which the court stipulates are to be borne by a party other than the employee or school board.

B. If the school board provided the defense and the judgment makes an award to the employee for damages or other awards for costs or any fees, the employee shall reimburse the school board for its costs incurred for the defense. The requirement of reimbursement by the employee shall not exceed the award received by the employee.

C. Nothing in this Section shall require a school board to indemnify an employee against a judgment wherein there is a specific decree in the judgment that the action of the employee was maliciously, willfully, and deliberately intended to cause bodily harm or to harass or intimidate the student or where there is a specific decree in the judgment that the employee purposefully or with gross disregard of the facts ignored the complaints of the student, or the student's parent or guardian, that the student was being bullied and the bullying led to the physical harm or death of the student.

D. It shall be the responsibility of each city and parish school board to notify its employees of the provisions for legal defense and indemnification as provided in this Section and to provide such information in writing in a clear and concise manner to its employees on an annual basis prior to the beginning of each school year.

E. For purposes of this Section, the term city and parish school board shall include the municipal school systems recognized by the provisions of Article VIII, Section 13(D) of the Constitution of Louisiana.

Acts 1983, No. 378, §1; Acts 1997, No. 619, §1; Acts 2012, No. 861, §1, eff. June 14, 2012.

DRUG FREE WORKPLACE

The Richland Parish School Board is dedicated to providing a drug-free workplace for its employees and all the students within its authority. Toward that end, the unlawful manufacture, distributions, dispensation, possession or use of a controlled substance in or on any and all property of the Richland Parish School Board by any employee or student shall be prohibited. Employees and students violating such a prohibition shall be subject to the appropriate disciplinary action. Such action may include, but not necessarily be limited to suspension, termination, or mandatory participation in a drug abuse assistance or rehabilitation program.

All employees of the Richland Parish School Board shall be given a copy of this policy and as a condition of employment, shall agree to abide by the conditions contained herewith. The employee also agrees to notify the School Board of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Richland Parish School Board will notify the appropriate governmental agencies within ten (10) days after receiving notice of such conviction and will take action against the offending employee within thirty (30) days.

The Board shall also establish a drug-free awareness program and shall make a good faith effort to maintain a drug free workplace. Employees, students and parents shall be notified of the provisions of the Board's *Drug Prevention Program*.

Ref: [20 USC 7101 et seq.](#) (*Safe and Drug-Free Schools and Communities*)
[21 USC 812](#) (*Schedules of Controlled Substances*)
[41 USC 8101 et seq.](#) (*Drug-Free Workplace*)
[21 CFR 1308.11 et seq.](#) (*Schedules of controlled substances*)
La. Rev. Stat. Ann. §§[14:91.7](#), [17:240](#), [17:402](#), [17:403](#), [17:404](#), [17:405](#), [40:961](#), [40:962](#),
[40:963](#), [40:964](#), [40:967](#), [40:968](#), [40:969](#), [40:970](#), [40:971](#), [40:971.1](#)
Board minutes, 3-1-93, 10-4-94

Richland Parish School Board

EMPLOYEE CONDUCT

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

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

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

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

While the operation of the School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions

or conducts are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

PROHIBITED SEXUAL CONDUCT

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

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

NOTIFICATION BY EMPLOYEES

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

Arrests for Certain Sexual Offenses

Effective January 1, 2012, any public school employee shall be required to report his/her arrest for a violation of La. Rev. Stat. Ann. §§14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file with the Louisiana Department of Children and Family Services.

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

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

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

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

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

Revised: December 12, 2006

Revised: November 10, 2009

Revised: February 12, 2008

Revised: September, 2008

Revised: November 10, 2009

Revised: January 10, 2012

Ref: [41 USC 8103](#) (*Drug-Free Workplace Requirements for Federal Grant Recipients*)
La. Rev. Stat. Ann. §§[14:42](#), [14:42.1](#), [14:43](#), [14:43.1](#), [14:43.2](#), [14:43.3](#), [14:43.5](#), [14:80](#),
[14:80.1](#), [14:81](#), [14:81.1](#), [14:81.1.1](#), [14:81.2](#), [14:81.3](#), [14:81.4](#), [14:81.5](#), [17:15](#), [17:16](#), [17:81](#)
[Sylvester v. Cancienne](#), 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259
[Howard v. West Baton Rouge Parish School Board](#), 2000-3234 (La. 6/29/01), 793 So.2d 153
[Spurlock v. East Feliciana Parish School Board](#), 03-1879 (La. App. 1st Cir. 6/25/04), 885
So.2d 1225
Board minutes, 12-12-06, 2-12-08, 11-11-08, 11-10-09, [1-10-12](#)

Richland Parish School Board

EMPLOYEE TOBACCO USE**SMOKING/TOBACCO USE PROHIBITED ON SCHOOL CAMPUSES**

No person shall smoke or carry a lighted cigar, cigarette, pipe, or any other form of smoking object or device, on any school property. *Smoking* means the possession of a lighted cigar, cigarette, pipe or any other lighted tobacco product, including but not limited to e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, and vape mods.

No person shall smoke, chew, inhale, ingest or absorb or otherwise consume any tobacco or tobacco product in any elementary or secondary school building, nor shall any student or school employee smoke, chew, inhale, or absorb, or otherwise consume any tobacco product on any other school property; however, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

The use of tobacco or any tobacco product is prohibited on any school bus or school vehicle transporting students attending any elementary or secondary school.

School property means school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. *School property* also means any school vehicle used for the provision of academic and extracurricular programs and administration at any elementary or secondary school.

SMOKING ON SCHOOL PROPERTY WHICH IS NOT PART OF A SCHOOL CAMPUS

Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall be prohibited in buildings and on the grounds of any other School Board property not located on the property of an elementary or secondary school, except in outdoor areas specifically designated as smoking areas by the building administrator.

Any person who violates these provisions shall be disciplined in accordance with statutory provisions and School Board policies, and may be referred to a tobacco-cessation counseling service.

Revised: January 16, 2007

Revised: December 12, 2017

Ref: [20 USC 6083](#) (*Non-smoking Policy for Children's Services*)

La.

Rev.

Stat.

Ann.

§§[17:240](#), [17:416](#), [40:1291.1](#), [40:1291.2](#), [40:1291.3](#), [40:1291.11](#), [40:1291.21](#)

Board minutes, 1-16-07, [12-12-17](#)

Richland Parish School Board

EMPLOYEE USE OF ELECTRONIC TELECOMMUNICATION DEVICES

Richland Parish School Board employees may possess an electronic telecommunication device in any elementary, middle, or high school building, or on the grounds thereof or in any school bus used to transport public school students, but must not have them turned on or use them during instructional time, or while on duty, or in the presence of students, except in an emergency. An emergency is defined as an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage. Furthermore, camera phones with video and/or still photography capabilities, voice-recording capabilities, or future technological improvements and/or still equivalent equipment may not be used unless authorized by the school principal or his/her designee. A violation of these provisions may be grounds for disciplinary actions, including but not limited to, dismissal of the employee.

EMPLOYEE CELLULAR PHONE USE

The use of cellular telephones by Richland Parish School Board Personnel during normal working hours on a school campus must be approved by the principal of that campus. Except as noted, the use of cellular telephones by Richland Parish School Board Personnel during instructional time shall be strictly prohibited. A violation of these provisions may be grounds for disciplinary actions, including but not limited to, dismissal of the employee.

Approved: January 11, 2005

Ref: La. Rev. Stat. Ann. §§17:81, 17:239
Board minutes, 1-11-05

Richland Parish School Board

EVALUATION

TEACHERS AND ADMINISTRATORS

The Richland Parish School Board believes the quality of teaching and learning is directly related to the performance of personnel who work in the school district. It is therefore, the policy of the School Board to appraise the performance of instructional and administrative personnel in order to maintain performance at the levels essential for effective schools.

The Superintendent and his/her staff shall have the responsibility for developing, monitoring, and maintaining an effective and efficient performance evaluation program in accordance with guidelines as found in [Regulations for Evaluation and Assessment of School Personnel, Bulletin 130](#), Louisiana Department of Education. The observation, evaluation and assessment process shall measure the effectiveness of teachers and administrators as to whether they meet the necessary standard of performance.

The process for all observations, evaluations, teacher conferences, and related functions shall be conducted in accordance with state requirements, as well as regulations and other criteria enumerated in the district's guidelines for *Teacher Assessment and School Personnel Evaluation*. Evaluations shall be conducted annually.

Every effort shall be made by the school system to communicate to position holders the general goals of the system, the specific objectives of the position, the plans which have been made to support the individual as he/she performs his/her role, the standards of performance the system has established, the criteria it will employ in assessing performance, as well as components of an intensive assistance program for addressing those persons determined to be *ineffective*.

Copies of the assessment and evaluation results and any documentation related thereto of any school employee retained by the School Board shall be confidential and shall not constitute a public record, and shall not be released or shown to any person except as provided by state or federal law.

Should a teacher or administrator not agree with his/her rating, he/she may initiate grievance proceedings in accordance with the procedure for resolving conflict adopted by the School Board in accordance with La. Rev. Stat. Ann. §[17:3883](#), as contained in the School Board's personnel evaluation plan.

ALL OTHER PERSONNEL

In an effort to improve the level of job production and skill performance of the individual employee, evaluations of support personnel shall be conducted annually. Performance evaluations shall be based on an employee's job classification and the School Board's adopted standards for the work performed.

Revised: July, 2012

Revised: October 14, 2014

Revised: August 9, 2016

Revised: April 10, 2018

Ref: La. Rev. Stat. Ann. §§[17:3881](#), [17:3882](#), [17:3883](#), [17:3884](#), [17:3901](#), [17:3902](#), [17:3903](#), [17:3904](#)
[Regulations for the Evaluation and Assessment of School Personnel, Bulletin 130](#), Louisiana
 Department of Education
 Board minutes, [10-14-14](#), [8-9-16](#), [4-10-18](#)

Richland Parish School Board

Family Educational Rights and Privacy Act (FERPA)

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

OPERATIONAL SAFETY

Responsibility for Safety

Introduction

Our policy is to furnish to each of our employees a place of employment which is free of recognized hazards that may cause or are likely to cause death or serious injury. The effectiveness of our safety program will depend upon the participation, sincerity and cooperation of administrators, principals, and all staff in the execution of the following procedures:

- a. Planning all work to avoid personal injury, property damage, and loss of productive time.
- b. Maintaining a system that promptly detects and corrects unsafe practices and conditions.
- c. Requiring the use of personal protective equipment and mechanical guards wherever necessary.
- d. Maintaining an effective system of equipment and tool inspection and maintenance.
- e. Establishing an educational program to maintain interest and cooperation of all levels through:
 1. Planned safety meetings.
 2. Investigating all accidents to determine cause and taking the necessary corrective action.
 3. Posting government forms, keeping records, and enforcing safety requirements for all operations.
 4. Using accident prevention literature and posters to keep safety goals continually in the forefront.

The school building principal or his/her designee will be responsible for safety and accident prevention activities at the school level to assure that:

1. Safety rules and regulations are established and discussed with all employees, followed by all employees, and a qualified first aid person is available. The district will try to provide for a trained first aid person at each school, or within a reasonable distance of the school for those sites not having a qualified first aid person. A first aid kit with proper supplies for the job exposure will be maintained and restocked as needed at each site.
2. Employees are given proper safety training and instruction and that each employee review all safety rules.
3. Principals and safety designee attend periodic safety meetings.
4. All accidents requiring a visit to the clinic or a physician are to be investigated as to cause and effect whenever possible. Reports of this nature should include who, what, when, and where, and what corrective action is required to resolve the issue(s) and the action taken to fix the problem. The report is to be sent to the business office by the principal or safety designee. Investigation reports are to be signed by the principal/designee before forwarding to the business office immediately following the accident. Minor accidents not requiring immediate medical attention should also be investigated in a similar manner to accidents requiring medical attention. The accident report should be forwarded to the district safety supervisor/coordinator and the business office.
5. Accidents receive prompt investigation and accident causes are eliminated.
6. Safety inspections of the school facilities and equipment are made regularly by assigned personnel and proper records are kept.
7. Safe working conditions are provided and maintained.
8. A monthly work place inspection Check List is completed at the start of each month.

9. Attempt to comply with all applicable regulations, and notices promulgated by federal, state, and local authorities.
10. Correction of unsafe work practices and instruction on proper methods of working safely.
11. Ensure employees wear required personal protective equipment such as safety goggles, etc. Repeated violation of safety rules will be cause for dismissal proceedings.
12. Promptly investigate accidents and provide guidance on how to correct the unsafe act, practice, or physical condition. Determine underlying causes of the accident and procedures or practices to prevent similar occurrences.

Basic Safety Rules for Employees

The most valuable tool you can have to protect yourself from the hazards of your job is common sense. You must remain alert for yourself as well as your fellow employees. Each employee must strive to do the following:

1. Follow instructions. If you do not understand, ask for additional help on how to do the job safely.
2. Correct unsafe conditions or report them to the supervisor in charge.
3. Keep your work area clean. Poor housekeeping causes accidents and wastes time.
4. Post all wet and/or slippery surfaces with warning signs.
5. Use the proper tools or equipment for each job and use them safely.
6. Operate only that equipment you are authorized and qualified to use.
7. Report all accidents to the foreman or supervisor so corrective action can be taken as needed.
8. If injured, even slightly, get prompt first aid or medical care to reduce the change of a minor injury developing into a serious injury.
9. Wear the personal protective equipment required by the job and wear it properly. Take care of the equipment and have it replaced in it is damaged or worn out.
10. Avoid getting involved in horseplay, fighting, or any other situation s that would cause someone to be distracted from the job.
11. Obey all safety rules and practices and help develop a safety awareness with your fellow employees.

Training

A program that provides for the training of all new and existing employees is designed to provide workers with a source of information to get assistance when implementing new work tasks/jobs that they feel inadequately trained to perform, or need guidance on how to safely implement the assigned task(s). Training will be provide to all personnel in supervisory roles with emphasis on the following topics: conducting safety meetings and inspections, accident investigations, job planning, employee training methods, and leadership skills.

Monthly Work Place Inspection

It is school board policy that inspections be made of the work place on a monthly basis by the principal or his/her designee. The report is designed to recognize unsafe conditions, acts, or other unsafe conditions inherent in certain types of job task to be completed. Corrective actions taken to resolve issues noted in the inspection should be noted on the report form. Reports are to be retained for a period of one year with a signed copy of each completed report sent to the supervisor/coordinator in charge of safety for the school district.

Transportation Safety

Each school bus is to be inspected two time per year by an approved Louisiana Motor Vehicle Inspection station or by the Enforcement Division of the Louisiana Department of Public Safety. The inspections shall be once in the sum and once in January of each school year. Each bus driver will perform a school bus pre-trip inspection daily and record the results of the inspections on Richland Parish Form No. 12. This form (RP Form 12) should be forwarded to the transportation supervisor at the end of each month and maintained by the supervisor of transportation through June 30 of each year. The bus driver shall notify the principal and the supervisor of transportation if the bus has an unsafe condition that requires immediate attention.

Right to Know (OSHA 1920.200)

Certain chemicals used by cafeteria and janitorial staff may contain harmful substances. The immediate supervisor shall require that vendors provide him/her with Material Safety Data Sheets (MSDS) for each chemical purchased for use in the school. The MSDS material shall be maintained in a file at the local school and in the central office. The principal/designee should provide training on the proper use of chemicals used at the local school and in the central office. This training shall be validated by signature and date of each cafeteria and janitorial staff on the appropriate Chemical Use Inservice Form. This form is to be retained at the school level and a copy forwarded to the district safety supervisor/coordinator.

Record Keeping

In accordance with board procedures/policies, the following documents/records shall be maintained.

1. Inspections reports, accident investigation reports, minutes of safety meetings, and training records are to be retained for a period of one year from the end of the year for which the records are maintained.
2. OSHA logs and/or other applicable recordkeeping requirements set forth in 20 CFS 1904, Recording and Reporting Injuries and Illnesses, are to be retained for a period of five years.
3. All employees are required to sign an employee roster indicating they have received a copy of the Operational Safety Plan and that they understand their responsibilities for implementing safety practices and procedures on the work site.

SEXUAL HARASSMENT

It is the policy of the Richland Parish School Board to maintain a learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment.

It shall be a violation of this policy for any member of the Richland Parish School Board staff to harass another staff member or student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined below.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing sexual harassment within her or his school or office.

Violations of this policy or procedure may result in disciplinary action.

DEFINITION

1. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - A. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
 - B. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student; or
 - C. such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.
2. Sexual harassment may include, but not be limited to:
 - B. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse
 - C. Subtle pressure or requests for sexual activity
 - D. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship
 - E. Creating a hostile work or learning environment, including the use of innuendoes or overt or implied threats
 - F. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body

- G. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or a pupil's status
- H. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or a pupil's status
- I. Sexual assault or battery as defined by current law.

PROHIBITED SUPERVISORY BEHAVIOR

- 2. No supervisor may condition any employment, employee benefit, or continued employment in this school system on an applicant's or employee's acquiescence to any of the sexual behavior defined above.
- 3. No supervisor may retaliate against any applicant or employee because that applicant or employee has opposed a practice prohibited by Title VII of the Civil Rights Act of 1965 and the new Civil Rights Act of 1991, or has filed a complaint, testified, assisted or participated in any manner in any investigation, proceeding, or hearing conducted by an authorized investigative agency.
- 4. No supervisor or manager shall destroy evidence relevant to an investigation of sexual discrimination.

BEHAVIOR PROHIBITED BY ALL EMPLOYEES AND STUDENTS

- 1. No supervisor or other employee of this school system shall create a hostile or offensive work environment for any other employee by engaging in any sexual harassment or by tolerating it on the part of any supervisee.
- 2. No supervisor or any other employee in the school system shall assist any individual in doing any act which constitutes sexual discrimination against any employee in the school system.
- 3. The supervisory staff, employees, and non-employees engaged in business with the Richland Parish School Board are prohibited from conduct of a sexual nature which either explicitly or implicitly makes acceptance or rejection of a sexual invitation a condition of assigning of grades, awarding of honors, participation in activities, administering of discipline or similar actions or creates an intimidating, hostile, or offensive school environment for students.
- 4. Students are prohibited from conduct of a sexual nature which either explicitly or implicitly makes acceptance or rejection of a sexual invitation a condition for receiving favorable treatment, to participation in school activities or any other school related matter; making sexual advances or requests for sexual favors which interferes with an individual's school performance or creates an intimidating, hostile or offensive school environment.

Ref: [20 USC 1681](#) (*Title IX of the Education Amendments of 1972*)
[42 USC 2000e](#) (*Civil Rights - Definitions*)
[29 CFR 1604.11](#) (*Guidelines on Discrimination Because of Sex - Sexual Harassment*)
[34 CFR 100.6](#) et seq. (*Title VI of the Civil Rights Act of 1964*)
 La. Rev. Stat. Ann. §§[14:41](#), [14:42](#), [14:42.1](#), [14:43](#), [17:81](#), [23:301](#), [23:302](#), [23:303](#), [23:332](#)
 La. Civil Code, §[2315](#)
 Board minutes, 8-2-94
 Richland Parish School Board

SICK LEAVE

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

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

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

TERMINOLOGY

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

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

CERTIFICATION OF ABSENCE

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a physician certifying such absence upon return to work. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, in order to verify the existence of an illness, injury, or medical emergency.

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

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

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. Illness or death within the immediate family - husband, wife, children and their spouses, parents, brothers and sisters and their spouses; spouse's parents, brothers and sisters and their spouses; grandparents and grandchildren (including step-relations);
2. Weather conditions - hurricane, tornado, snowstorm, flood, accident, when approved by the Superintendent or designee;
3. Court summons; or
4. Other unusual circumstances as approved by the Superintendent or designee.

EXTENDED SICK LEAVE

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999 for all *teachers* and *bus operators* employed as of that date, on August 15, 2008 for *school employees* employed as of that date, or on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

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

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

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

Definitions

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

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

Infant means a child under one year of age.

Infant means a child under one year of age.

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

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

Extended Sick Leave for Maternity Purposes

Each *teacher* granted maternity leave in accordance with state law and who has no remaining sick leave available may also be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health.

Gainful Employment Permitted

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

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

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

Application Process

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

On every occasion that a *bus operator* or *school employee* uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity for the *bus operator* or *school employee* to be absent for at least ten (10) consecutive work days shall be presented prior to extended sick leave being taken.

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

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

SICK LEAVE FOR ASSAULT OR BATTERY

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

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

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

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

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

If any *teacher* or *school employee*, but **not** a *bus operator* is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

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

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

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

VALIDITY OF PHYSICIAN'S CERTIFICATION

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

Any further review of medical certification shall proceed as follows:

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

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

SICK LEAVE/WORKERS' COMPENSATION

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

VESTING OF SICK LEAVE

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

PAYMENT UPON RETIREMENT OR DEATH

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

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Richland Parish School Board who participates in the *Deferred Retirement Option Program* (DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

Revised: October 5, 1999

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Revised: June 11, 2002

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Ref: La. Rev. Stat. Ann. §§11:786, 11:788, 14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2

Board minutes, 1-8-91, 12-10-91, 3-2-93, 11-15-01, 12-12-04, 5-10-06, 11-11-08, 10-14-14, 1-9-18, 4-10-18

Richland Parish School Board

USE OF INTERNET REGULATIONS

The Richland Parish School Board provides access to the Internet to students, teachers, staff and administrators. The Internet is a very exciting educational tool which can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user shall be permitted to upload, or create, a computer virus on the Internet or any networking system.
9. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
10. Invading the privacy of another user, or using their account, shall not be tolerated.
11. Posting personal messages without the author's consent shall be forbidden.
12. Sending or posting anonymous messages shall be forbidden.
13. Perusing, or otherwise accessing, obscene or pornographic material, or using profanity in messages shall be forbidden.

14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted.
16. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
17. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
18. Only school software and disks shall be permitted in the Internet lab.
19. Authorized student usage of the Internet shall be under the direct supervision of the school personnel.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. Violation of this policy may constitute suspension and/or revocation of Internet access and related privileges and could lead to school disciplinary action, and/or legal action. Suspension of Internet privileges shall automatically result for any user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. Loss of privileges shall apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet. Violations of Internet usage regulations shall be reported to the principal or teacher immediately when observed by any teacher or student.

No one shall be permitted to use the Internet unless a completed Internet Acceptable Use Contract has been submitted to the Superintendent or designee.

Revised: October 5, 1999

Ref: La. Rev. Stat. Ann. § [17:81](#), [17.100.7](#)

Richland Parish School Board