

The background of the cover features a large, abstract, curved shape in shades of red and white, resembling a stylized 'C' or a partial circle, which frames the text on the right side.

EMPLOYEE HANDBOOK

ACADIA PARISH SCHOOL BOARD
HEAD START PROGRAM

TABLE OF CONTENTS

WHO WE ARE—PHILOSOPHY	5
MISSION STATEMENT	5
GOALS	5
OBJECTIVES	5
GENERAL STATEMENT-DISCLAIMER OF EMPLOYMENT AND NON-CONTRACT	7
FORM - EMPLOYEE STANDARDS OF CONDUCT	9
EMPLOYEE CONDUCT	13
PROHIBITED SEXUAL CONDUCT	14
NOTIFICATION BY EMPLOYEES	14
ARRESTS FOR CERTAIN SEXUAL OFFENSES	14
DECISION-MAKING AND THE CODE OF CONDUCT	15
REPORTING/ SPEAKING UP	15
NO RETALIATION	16
EQUAL OPPORTUNITY	16
HARASSMENT	16
BULLYING	17
CONFLICTS OF INTEREST	17
CONFIDENTIALITY	17
PRIVACY	18
GIFTS AND ENTERTAINMENT	18
POLITICAL CONTRIBUTIONS	19
RECORD KEEPING	20
PROTECTION AND PROPER USE OF APSB ASSETS	20
HEALTH AND SAFETY	20
DRUG ABUSE	20
APPLICATION	21
PROHIBITIONS	21
ENFORCEMENT	22
NOTICE OF DISCIPLINARY ACTION FOR POLICY VIOLATIONS	24
ACCEPTABLE USE OF INTERNET DISTRICT NETWORK RESOURCES FOR EMPLOYEES – INTRODUCTION	25
INTERNET SAFETY AND REGULATIONS	26
ACCOUNTABILITY	27
SECURITY AND UNAUTHORIZED AND ILLEGAL USE	27
PRIVACY AND COPYRIGHTS	28
INSTALLING MALICIOUS SOFTWARE	28
FORM – ACCEPTABLE USE POLICY – APSB EMPLOYEE AGREEMENT PAGE	30
SCHOOL AND STUDENT SAFETY	31
INTERNET USE	31
USE OF SOCIAL MEDIA	31
HARASSMENT	32
HIRING	32
PROBATION	
TEACHERS	32
CONTRACT APPOINTEES	32
BUS OPERATORS	32
SCHOOL EMPLOYEES	33
PERSONNEL TRANSFER	33

VOLUNTARY TRANSFER	33
PROMOTION	34
TEACHERS/ CERTIFICATED EMPLOYEES	34
SUPPORT PERSONNEL.....	34
EMPLOYEE ATTENDANCE	35
ABSENCES DURING THE DAY	35
UNAUTHORIZED ABSENCE.....	35
JOB ABANDONMENT	35
REPORTING ABSENCES	36
SUMMER WORK SCHEDULE	36
EMPLOYEE LEAVES AND ABSENCES	37
ABSENCES	37
UNAUTHORIZED ABSENCE.....	37
REPORTING ABSENCES	37
SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE	38
SICK LEAVE.....	38
TERMINOLOGY.....	39
CERTIFICATION OF ABSENCE	39
SICK LEAVE FOR EMERGENCIES	39
EXTENDED SICK LEAVE	40
DEFINITIONS	40
EXTENDED SICK LEAVE FOR MATERNITY OR ADOPTIVE PURPOSES.....	41
GAINFUL EMPLOYMENT PERMITTED	41
APPLICATION PROCESS	41
SICK LEAVE FOR ASSAULT OR BATTERY	42
SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT.....	42
VALIDITY OF PHYSICIAN'S CERTIFICATION	43
SICK LEAVE/ WORKER'S COMPENSATION.....	43
VESTING OF SICK LEAVE	44
PAYMENT UPON RETIREMENT OR DEATH	44
DEFERRED RETIREMENT OPTION PROGRAM (DROP)	44
TEMPORARY SUBSTITUTE, PART-TIME & EXTENDED APPOINTMENT EMPLOYEES	44
DISMISSAL OF EMPLOYEES.....	45
CRIMINAL OFFENSES	45
ABANDONMENT OF POSITION	45
CERTIFIED EMPLOYEES	
NON-TENURED TEACHERS	45
TENURED TEACHERS.....	46
CONTRACT APPOINTEES.....	46
NON-CERTIFICATED EMPLOYEES	
NON-TENURED BUS OPERATORS.....	46
TENURED BUS OPERATORS	47
SCHOOL EMPLOYEES	48
PERFORMANCE APPRAISALS	48
EVALUATION	
TEACHERS AND ADMINISTRATORS	48
ALL OTHER PERSONNEL	49
EXPENSE REIMBURSEMENT.....	50
GENERAL TRAVE REGULATIONS	50
USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS.....	60

OPERATIONS OF AGENCY VEHICLES	60
HOLIDAYS.....	61
STAFF DEVELOPMENT	61
EMPLOYEE SAFETY AND HEALTH	61
MAINTENANCE OF WORK AREA.....	61
PERSONAL PROPERTY.....	62
ATTENDANCE AND PUNCTUALITY.....	62
LUNCH AND REST BREAKS.....	62
BEHAVIOR OF EMPLOYEES	62
EMPLOYEE DRESS CODE	62
GUIDELINES	62
FAMILY RELATIONS.....	64
PERSONAL TELEPHONE CALLS	64
DISCIPLINARY PROCEDURES	64

WHO WE ARE

PHILOSOPHY

The Acadia Parish School Board Head Start Program is based on the premise that all children share certain needs and that all children of low-income families, in particular, benefit from a comprehensive developmental program to meet those needs. The Head Start Program approach is based on the philosophy that:

- A child can benefit most from a comprehensive, interdisciplinary program to foster development and remedy problems as expressed in a broad range of services;
- The child's entire family and the community must be involved. The program should maximize the strengths and unique experiences of each child. The family, which we perceive as the participle influence on a child's development, must be a direct participant in the program.

MISSION STATEMENT

The mission of the Acadia Parish School Board Head Start Program is to provide positive early childhood experiences and quality comprehensive services to low-income children and families through a compassionate, supportive program. We are aimed at promoting self-sufficiency and social competence while maintaining the dignity and self-worth of the individual and family. We are committed to excellence in the learning environment and effective partnerships between parents, staff, school and the community.

GOALS

The overall part of the Head Start Program is to promote school readiness in children of low-income families. School Readiness takes into account the interrelatedness of cognitive and intellectual development, physical and mental health, nutritional needs and other factors that enable a child to function optimally.

The focus of the Acadia Parish School Board Head Start Program is the development of skills, abilities, knowledge and behavior in Head Start to promote School Readiness in the areas of language development, phonological awareness, book knowledge and appreciation of numbers and operations.

OBJECTIVES

Primary objective of Head Start is to build a level of School Readiness in each child and family that promotes success and independence later in life.

Program strategies and activities are chosen:

1. To enhance the child's mental processes and School Readiness skills with particular attention to conceptual and communications skills;

2. To encourage self-confidence, spontaneity, curiosity, and self-discipline for the development of the child's social and emotional health;
3. To establish patterns for expectation of success for the child to create a climate of confidence for present and future learning efforts;
4. To promote healthy relationships for each other and others;
5. To nurture the sense of dignity and self-worth within the child and his/ her family;
6. To expand every child's access to an adequate diet;
7. To educate families about future health care and physical abilities;
8. To assist with current physical and mental problems;
9. To engage families in the development of School Readiness goals for children.

EMPLOYEE HANDBOOK

GENERAL STATEMENT

Disclaimer of Employment and Non-Contract (Just Cause)

This employee guide contains rules and regulations governing the operations of the Acadia Parish School Board (APSB) Head Start Program as it relates to employees and their development.

Policy development is an ongoing process. Each person holding a copy of this guide should make a diligent effort to become thoroughly familiar with the contents and should any questions arise, consult with their immediate supervisor or Human Resources representative.

The APSB Head Start Program Employee Handbook establishes policies, procedures, benefits, and working conditions that will be followed by all APSB employees as a condition of their employment at the Head Start Program.

The Code of Conduct describes the expected actions and behaviors of employees while conducting Program business.

This APSB Employee Handbook is not a contract of employment nor is it intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of the APSB Head Start Program. The APSB Head Start Program reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook.

Furthermore, the APSB Head Start Program reserves the right to amend the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The APSB Head Start Program will make every effort to notify employees when an official change in policy or procedure has been made, employees are responsible for their own up-to-date knowledge about APSB policies, procedures, benefits, and working conditions.

The APSB Head Start Program strives to provide an employee-friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. The APSB Head Start Program is committed to serving children and families and to providing quality services. These policies, procedures and working conditions provide a work environment in which both the community interests and employee interests are served.

The APSB values the talents and abilities of our employees and seeks to foster an open, cooperative, and dynamic environment in which employees and the Head Start Program together can thrive. The APSB Head Start Program provides an Open Door Policy in which employees are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

The APSB Head Start Program is an equal opportunity employer. Religion, age, gender, national

origin, sexual orientation, race, or color does not affect hiring, promotion, development opportunities, pay, or benefits. The program complies with all applicable Federal, state, and local labor laws.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of Employee Code of Conduct and APSB Head Start Employee Handbook.



ACADIA PARISH SCHOOL BOARD HEAD START PROGRAM



EMPLOYEE STANDARDS OF CONDUCT

As per Acadia Parish School Board Personnel Policies and Procedures, including Head Start Personnel Policies Addendum, Staff Handbook, Parent Handbook, and Head Start Performance Standards, all staff persons are required to comply with said policies/regulations and must affirm by written signature their agreement to such.

STATEMENT OF AGREEMENT:

I understand that I must abide by the program's standards of conduct, especially:

- i. Staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
- ii. Staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - (A) Use corporal punishment;
 - (B) Use isolation to discipline a child;
 - (C) Bind or tie a child to restrict movement or tape a child's mouth;
 - (D) Use or withhold food as a punishment or reward;
 - (E) Use toilet learning/training methods that punish, demean, or humiliate a child;
 - (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - (G) Physically abuse a child;
 - (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - (I) Use physical activity or outdoor time as a punishment or reward;
- iii. Staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
- iv. Staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part

<u>Central Office Location:</u> 800 North Western Avenue/ Post Office Box 1585 Crowley, Louisiana 70527-1585 Main Line: (337) 783-6377 Fax Line: (337) 783-6904 Online: http://www.hs.acadia.k12.la.us			
<u>Center Locations:</u>			
<u>Church Point Head Start</u> 693 North Main Street Church Point, Louisiana 70525 (337) 684-2031	<u>Estherwood Head Start</u> 214 Jefferson Avenue Estherwood, Louisiana 70534 (337) 783-6884	<u>Rayne Head Start</u> 600 West Jeff Davis Rayne, Louisiana 70578 (337) 334-4909	<u>Ross Head Start</u> 800 North Western Avenue Crowley, Louisiana 70526 (337) 783-5432

- 1303 of this chapter and applicable federal, state, local, and tribal laws; and,
- v. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.

I understand that disciplinary action, as outlined in the Staff Handbook and Personnel Policies and Procedures, may be taken as penalty for violating the standards of conduct.

EMPLOYEE SIGNATURE: _____

DATE: _____

<u>Central Office Location:</u> 800 North Western Avenue/ Post Office Box 1585 Crowley, Louisiana 70527-1585 Main Line: (337) 783-6377 Fax Line: (337) 783-6904 Online: http://www.hs.acadia.k12.la.us			
<u>Center Locations:</u>			
<u>Church Point Head Start</u> 693 North Main Street Church Point, Louisiana 70525 (337) 684-2031	<u>Estherwood Head Start</u> 214 Jefferson Avenue Estherwood, Louisiana 70534 (337) 783-6884	<u>Rayne Head Start</u> 600 West Jeff Davis Rayne, Louisiana 70578 (337) 334-4909	<u>Ross Head Start</u> 800 North Western Avenue Crowley, Louisiana 70526 (337) 783-5432

EMPLOYEE CONDUCT

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

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

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

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

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

PROHIBITED SEXUAL CONDUCT

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

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

NOTIFICATION BY EMPLOYEES

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

ARRESTS FOR CERTAIN SEXUAL OFFENSES

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

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

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

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

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

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

Revised: September, 2006

Approved: December 4, 2006

Revised: November, 2007

Approved: February 11, 2008

Revised: September, 2008

Approved: November 3, 2008

Revised: September, 2009

Approved: January 11, 2010

Revised: November 5, 2018

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. 1 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, [12-4-06](#), [2-11-08](#), [11-3-08](#), [1-11-10](#), [11-5-18](#)

Acadia Parish School Board

DECISION-MAKING AND THE CODE OF CONDUCT

When making a decision, ask yourself the following:

- Is it legal?
- Does it comply with the code?
- Does it reflect our program values and ethics?
- Does it respect the rights of others?
- If you are unsure about any of the answers, ask.

REPORTING/ SPEAKING UP

The APSB Head Start Program encourages all employees to ask questions and raise issues

without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly.

Employees must report suspected unethical, illegal or suspicious behavior immediately. The APSB Head Start Program does not tolerate retaliation against anyone who makes a good faith report of suspected misconduct or otherwise assists with an investigation or audit.

To report a concern:

- Talk to your supervisor
- Contact Human Resources at (337) 783-6377 ext. 231

NO RETALIATION

Employees who report a concern in good faith cannot be subjected to any adverse employment action including:

- Unfair dismissal, demotion or suspension
- Unfair denial of a promotion, transfer or other employment benefit
- Bullying and harassment, either in person or online
- Exclusionary behavior
- Any other behavior that singles out the person unfairly

EQUAL OPPORTUNITY

The APSB Head Start Program will not tolerate discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability or any other protected class.

HARASSMENT

Treat all fellow employees, parents, students, community partners and other stakeholders with dignity and respect at all times.

It is the policy of the program to prohibit harassment of its employees in the workplace by any person and in any form while striving to maintain an environment of mutual respect. Inappropriate behavior, such that gives offense; makes employees feel intimidated or humiliated at work; negatively impacts employee morale or interferes with work performance, will be considered and treated as harassment.

Any type of harassment, including physical, sexual, verbal or other is prohibited and can result in disciplinary action up to, and including, termination.

Harassment can include actions, language, written words or objects that create an

intimidating or hostile work environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations or comments
- Visual displays such as derogatory or sexually-oriented pictures or gestures
- Physical conduct including assault or unwanted touching

BULLYING

We are committed to ensuring that our employees, our contractors and our customers work in safe and respectful environment that is free of bullying.

Bullying can include:

- Spreading malicious rumor or gossip
- Excluding or isolating someone socially
- Establishing impossible deliverables
- Withholding necessary information or purposefully giving the wrong information
- Intimidating someone
- Impeding someone's work
- Unfairly denying training, leave or promotion
- Constantly changing work guidelines
- Sending offensive jokes or emails
- Criticizing or belittling someone constantly
- Tampering with a person's personal belongings or work equipment

CONFLICTS OF INTEREST

A conflict of interest can occur when an employee's personal activities, investments or associations compromise their judgment or ability to act in the best interests of the APSB Head Start Program. Employees should avoid the types of situations that can give rise to conflicts of interest.

It's important for employees to disclose any relationships, associations or activities that could create actual, potential, or even perceived, conflict of interest to their supervisor or the Human Resources Department.

CONFIDENTIALITY

The program and its employees maintain the confidentiality of all proprietary information. Proprietary information includes all non-public information that might be harmful to the Acadia Parish School Board, the Head Start Program, the children and families served, and community partners if disclosed.

Records shall be the property of the center, and the Site Supervisor shall assure the security of the

records against loss, tampering or unauthorized use. Centers shall maintain the confidentiality of all children's records. Employees shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person. A complete up-to-date file consisting of pertinent family data, completed enrollment forms, referrals, follow-up reports of contacts made with other agencies, health records and other data will be kept in a locked file in a location at the center. (Only designated persons will have access). Files for individual children will be maintained in the Family Advocate's office.

Authorized persons accessing records must document such access on the signature sheet inside each folder. The date and purpose of the file access must be included with the signature.

Because of the confidentiality of children's and families' records required by Head Start Performance Standards, parents are prohibited from reviewing records other than those of their own children. A child's or family's health, education and social services records are opened only to Head Start staff, mental health consultants, registered nurse consultant, specialist consultants and authorized Federal officials on a "need to know" basis.

PRIVACY

The APSB Head Start Program complies with the requirements of the local, state and federal privacy laws. The APSB Head Start Program and its employees do not disclose any private or personal information.

Designated content area personnel of the APSB Head Start Program store all personal information securely, mark it as confidential and store it only for as long as it is needed for the purpose for which it was collected.

When providing personal information, employees limit access to only those with a clear business need for the information.

Employees are required to report any breaches of privacy, including the loss, theft of or unauthorized access to personal information, to their supervisor.

GIFTS AND ENTERTAINMENT

The Acadia Parish School Board shall prohibit staff members and employees of the school district from soliciting, accepting, or receiving, either directly or indirectly, any gift from students, parents, or other individuals. However, employees who work in schools may accept gifts from or on behalf of students or former students when the value of the gift does not exceed twenty-five dollars (\$25.00) and the aggregate value of all gifts of from or on behalf of any one person does not exceed seventy-five dollars (\$75.00) in a calendar year.

Acceptance of any form of compensation, gift, or gratuity by any employee of the Acadia Parish School Board from persons or firms doing business with any School Board department is strictly prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy. This policy does not preclude, however, acceptance of food or drinks of a social nature or participation in a social event. This policy shall also not preclude the acceptance of campaign

contributions for use in meeting campaign expenses by any employee who is or becomes a candidate for election to any public office.

Revised: September 8, 2014

Ref: La. Rev. Stat. Ann. §§[42:1111](#), [42:1112](#), [42:1113](#), [42:1115](#), [42:1123](#)
Board minutes, [9-8-14](#)

Acadia Parish School Board

When in doubt, employees should review the ethics and compliance video or visit the CAPS section located on the APSB website.

POLITICAL CONTRIBUTIONS

It is strongly felt by the Acadia Parish School Board that teachers should stress the importance of citizenship responsibilities and the political rights of citizenship to each student. For administrators, teachers and staff to be able to place strong emphasis on these areas, the School Board believes they should have the right to enjoy these privileges, free from any pressures and/or concerns. It is felt that all employees should be free to support candidates of their choice, exercising their own good judgment. Therefore:

1. All personnel shall be notified that they must not be part of any activity relating to the campaign or election of any candidate for political office during office hours or while on duty, nor use any School Board facility for any such activity. This includes, but is not limited to, making or soliciting contributions to campaign funds, or promoting any candidate by distribution of cards, pictures, handbills, clothing and pins, making telephone contacts, or in any other way during office hours or while on duty. This requirement applies in every school of the system, department of the system and on school buses.
2. Any materials or equipment (for example, mailing lists, copy machines, etc.) owned or held by the School Board, or staff, shall not be made available to any group or individual without the Board's approval.
3. It will be permissible to allow public forums or meetings to be held at school facilities as long as all interested persons, candidates, etc., are extended equal opportunity or representation at the forum or meeting.

All employees shall be informed of said policy provisions. Violation of any aspect of this policy could subject the employee to disciplinary action, including suspension and/or dismissal.

The School Board states that the provisions of this policy shall apply during business hours or while an employee is on official Board business, and is not intended to interfere with personal time or affairs away from offices or school facilities in any way.

Ref: La. Rev. Stat. Ann. §[17:81](#)

RECORD KEEPING

All documents, databases, voice messages, computer documents, files and photos are records. Employees are required to:

- Maintain these records and protect their integrity for as long as required.
- Maintain these records and protect their integrity for as long as required
- maintain official record keeping systems to retain and file records required for business, legal, financial, research or archival purposes
- Dispose of your records according to the program's records retention and disposition schedule.
- Employees should never destroy documents in response to, or in anticipation of, an investigation or audit.

PROTECTION AND PROPER USE OF APSB ASSETS

The APSB Head Start Program requires all employees to protect its assets. All assets should be used for legitimate purposes, efficiently, and for program business only. Assets include facilities, equipment, computers and information systems, telephones, employee time, confidential and proprietary information, corporate opportunities and company funds.

HEALTH AND SAFETY

The APSB Head Start Program conducts business in accordance with applicable health and safety requirements and strives for continuous improvement in its health and safety policies and procedures.

All employees are expected to perform their work in compliance with applicable health and safety laws, regulations, policies and procedures and apply safe work practices at all times in all locations.

Applicable safety and health requirements must be communicated to all visitors who report to center locations.

Employees are required to immediately report workplace injuries, illnesses or unsafe conditions, including "near-misses."

DRUG ABUSE

The Acadia Parish School Board, as a result of its responsibilities to its employees and to the public it serves, has a compelling obligation to eliminate illegal drug and alcohol use from its workplace. The School Board recognizes the increased risks and dangers when employees use drugs in the workplace. In an effort to provide a safe, healthful, and productive work environment, the School Board shall maintain a drug and alcohol policy for all drivers of a district-

owned vehicle or a contract vehicle, whether part time or full time. It is the intent of this policy to comply with current Federal and State statutes, and U.S. Department of Transportation regulations concerning drugs in the workplace and drug-testing of employees.

APPLICATION

This policy shall apply to all present and future full or part time drivers, driver applicants, contract drivers, volunteers, and auxiliary personnel employed by or representing the School Board when driving a School Board vehicle or while driving on School Board business. The School Board requires compliance with this policy as a condition of employment, continued employment, and continuation of contractual agreements with the School Board in the capacity of a driver.

The provisions of this policy shall apply to all School Board property including but not limited to School Board land, offices, buildings, structures, installations, work locations, and all fixtures, machinery, and equipment herein. This policy shall also apply to all owned, leased, or used automobiles, trucks, vehicles, equipment, or other transportation used at or while traveling to and from School Board property during the performance of any School Board business. The term *employee* in this policy shall refer to anyone who drives a vehicle owned or contracted by the Acadia Parish School Board.

PROHIBITIONS

This is to notify all driver applicants, School Board drivers, and visitors that the unlawful use, abuse, confirmed presence in the body, possessions, manufacture, distribution, dispensation, transfer, storage, concealment, or sale of legal and illegal drugs, controlled substances, alcoholic beverages, weapons, stolen property, or drug related paraphernalia is strictly prohibited by during the course and scope of School Board business and/or while on or using School Board property.

More specifically prohibited substances include:

Illegal Drugs such as, but not limited to, cannabinoids (marijuana, pot, dope, hashish), cocaine (coke, rock, crack, or base), LSD (acid), PCP (angel dust), MDMA (ecstasy), opiates (heroin, smack, black stuff, black tar, opium, morphine), and any other illegal or unlawfully obtained drug.

Designer and Synthetic Drugs such as but not limited to, ice, ice cube, crank, china white, synthetic heroin, MDA, Adam, Eve, Love Drug, and any other drugs that are made by altering the molecular structure of both legal and illegal drugs to create a drug not expressly banned by Federal law.

Unauthorized or Prohibited Drugs such as but not limited to, nonprescription stimulants, amphetamines, tranquilizers, barbiturates, or any other tablets, capsules, powders, liquids or inhalants containing substances which are regulated by state or federal law or which are intended to mimic such controlled substances. The term unauthorized includes prescription drugs not legally obtained or not being used for prescribed purposes. The term unauthorized also includes any abnormal or dangerous substance which may affect or alter a person's perception, performance, reflexes, reaction time, motor skills, mood, or judgment while working.

Prescription and Over the Counter Medications including legally obtained controlled substances. Abuse of a prescribed controlled substance or use of a prescribed controlled substance

not prescribed for the employee or employment applicant is prohibited. Employees and others covered by this policy may maintain prescription drugs and over the counter medications on School Board premises provided:

1. The prescription drugs are prescribed by an authorized medical practitioner for use by the person in possession within the past twelve (12) months and the medication is in its original container. If the medical practitioner is authorizing use of the prescription for a period of longer than twelve (12) months, then a letter from the practitioner is to be placed on file with the School Board Substance Abuse Program Coordinator.
2. Employees are to take the prescription in the manner prescribed by the prescribing practitioner. The employee must not allow any other person to consume the prescribed drug.
3. Over the counter medications are to be kept in their original container.
4. Any employee who has been informed that medication could cause adverse side effects while working or where medication indicates such warning, must inform his/her supervisor prior to using such substances on the job. The School Board at all times reserves the right to have a licensed physician determine if use of a prescription drug or medication impairs the employee or in any way makes it unsafe for him/her to perform the duties of his/her job. In the event of such a finding, the School Board may, with permission, check with the employee's physician to see if alternative medications are available which would not affect the employee's ability to work safely. The employee may use sick days in the event this situation originates.

Drug Related Paraphernalia is any unauthorized material, equipment, or item used or designed for use in the ingesting, injecting, inhaling, manufacturing, testing, storing or packaging of a prohibited substance.

Unauthorized Possession of firearms, weapons, or explosive or incendiary materials including but not limited to brass knuckles, illegal knives, and other dangerous instruments is strictly prohibited. No personal firearms are allowed on School Board property, loaded or unloaded, except when authorized for either security or law enforcement purposes.

Unauthorized use, possession, removal, theft, conversion, or misappropriation of School Board property, including but not limited to, supplies, materials, facilities, tools, equipment, documents and proprietary information is prohibited.

ENFORCEMENT

In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches will be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other employee's personal effects.

The School Board also reserves the right, in certain circumstances, to require employees to submit

to medical or physical examinations or tests at the expense of the School Board. Retests of any specimen shall be at the expense of the employee. These procedures may be required at any time as a condition of employment or continued employment. The procedures used may include, but are not limited to, urine drug tests, blood alcohol tests, breathalyzer tests, or other medical examination to determine the use of any substance prohibited by this policy or to determine satisfactory fitness for duty. The tests may be announced or unannounced and may be utilized under the following circumstances:

Pre-employment testing shall be required of any qualified applicant or candidate as a condition of consideration of employment. Testing may also be required prior to being approved to work at certain facilities, work areas, or as required by law or contract.

Any post-accident occurrence on the job which requires the evaluation of a physician, or following a serious accident or near miss incident in which safety precautions were violated, or School Board property was damaged, may require drug testing of the involved individuals. Drug testing will be performed in accordance with pertinent regulations.

Reasonable suspicion testing will be conducted when a supervisor has observed signs of possible intoxication or signs of using or being under the influence of prohibited substances, drugs or employee's physical condition or behavior leads the supervisor to have concern for the employee's safety or the safety and well-being of other employees or the public. All supervisory personnel will take part in a School Board sponsored training program to assist them in identifying and addressing illegal drug or alcohol use by employees or others while working. All drivers will undergo a substance abuse and policy education program.

Random testing will be used for all applicable employees to detect and to prevent substance abuse. This type of testing is particularly warranted for employees directly involved with public safety or in security sensitive positions. All employees who drive vehicles owned or contracted by the School Board, whether part time or full time, are eligible to be tested.

Post counseling, post rehabilitation or return to work medical examinations may include drug tests if the employee is returning to work after a long illness, disabling injury, or after completion of a drug and/or alcohol treatment program.

Government required testing may be utilized by the School Board where mandated by the Department of Transportation, Federal Highway Administration, or other agencies. The regulations apply to all drivers of commercial vehicles involved in interstate commerce.

Additional testing and changes in these testing guidelines may be required because of obligations to meet changes in federal and state drug laws or to meet contractual agreements.

Collecting and testing procedures shall conform to all applicable state and federal guidelines and those as prescribed by the Department of Transportation. All searches, inspections, collections, and maintenance of test records shall be performed with due regard to the individual's privacy. The results of any tests will be considered confidential and the information will only be shared with those having a direct need to know and as may be required to support civil or criminal investigations.

All sample collection and testing for drugs and alcohol shall be performed in accordance with statutory provisions which ensure the following:

1. The collection of samples shall be performed under reasonable sanitary conditions.
2. Samples shall be collected and tested with due regard to the privacy of the individual being tested, and in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.
3. Sample collection shall be documented, and the documentation procedures shall include:
 - a. Labeling of samples so as reasonably to preclude the probability of erroneous identification of test result; and
 - b. An opportunity for the employee to provide notification of any information which he/ she considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant medication information.
4. Sample collection, storage, and transportation to the place of testing shall be performed so as reasonably to preclude the probability of sample contamination or adulteration; and
5. Sample testing shall conform to scientifically accepted analytical methods and procedures. Testing shall include verification or confirmation of any positive test result by gas chromatography, gas chromatography-mass spectroscopy, or other comparably reliable analytical method, before the result of any test may be used as a basis for any disqualification pursuant to state law. Test results which do not exclude the possibility of passive inhalation of marijuana may not be used as a basis for disqualification. However, test results which indicate that the concentration of total urinary cannabinoids as determined by immunoassay equals or exceeds fifty (50) nano grams/ml shall exclude the possibility of passive inhalation.

Test results shall be reported to the Superintendent or designee. Positive test results for prohibited controlled substances shall require removal of the employee from the covered position and termination of the employee. Any employee testing .02 or higher for the presence of alcohol shall be removed from the covered position, referred to a substance abuse professional, and terminated. Refusal to take the required tests shall be considered a positive test result and the employee dealt with accordingly.

Public Law 102-143 Title V, Omnibus Transportation Employees Testing Act requires that the School Board comply with certain guidelines in order to limit substance abuse in the workplace. The Law requires the School Board to provide training and continuing education on drug abuse related issues. The School Board shall also provide its employees with a list of resources where the employee may go for drug abuse counseling and rehabilitation. The Law also requires that the employee notify his employer of any conviction for drug related offenses within five (5) days of such conviction.

NOTICE OF DISCIPLINARY ACTION FOR POLICY VIOLATIONS

Failure to comply with the provisions of this policy shall be grounds for disciplinary action,

including but not limited to written reprimands, changes in job assignments, suspensions from work and discharge.

An employee shall be subject to immediate discharge if the employee refuses to cooperate with any of the enforcement provisions of the policy or is believed to have tampered or purposefully tried to alter the outcome of drug and alcohol tests. Additionally, the employee may be discharged if found using, manufacturing, selling, or distributing drugs or alcohol while on School Board premises. Any employee arrested for a drug related offense has five (5) working days from the day of the arrest to notify the School Board. Should an employee at any time be convicted of a drug related offense, they will be terminated immediately.

Any employee having an initial confirmed positive test result for drugs or alcohol, who is not involved in a civil or criminal violation of the law, shall be terminated.

Ref: [49 USC 5331](#) (*The Omnibus Transportation Employee Testing Act of 1991*)
[49 CFR 10](#) (Maintenance of and Access to Records Pertaining to Individuals)
[49 CFR 40.1](#) et seq. (*Procedures For Transportation Workplace Drug and Alcohol Testing Programs*)
[49 CFR 382](#) (*Controlled Substances and Alcohol Use and Testing*)
[49 CFR 391](#) (*Qualifications of Drivers and Longer Combination Vehicle Driver Instructors*)
La. Rev. Stat. Ann. §§[17:81](#), [23:897](#), [23:1081](#), [23:1601](#), [49:1001](#)
Board minutes, 12-5-94

Acadia Parish School Board

ACCEPTABLE USE OF INTERNET DISTRICT NETWORK RESOURCES FOR EMPLOYEES

INTRODUCTION

Internet access is available to employees of the Acadia Parish School System (APSB). The school district is privileged to provide this access, and believes that the Internet offers vast, diverse, and unique educational resources.

The Internet is an "electronic highway" connecting billions of computers and individual subscribers all over the world. The goal in providing this service is to enhance innovative educational opportunities for employees through access to unique resources and collaborations. Furthermore, employees will facilitate learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

APSB's Acceptable Use Policy (AUP) is provided so that employees are aware of the responsibilities they will assume when using this APSB resource. Responsibilities include efficient, ethical, legal, and acceptable utilization of the network resources. The employee's signature on the AUP signature page is legally binding and indicates that he/she has read the AUP carefully and agrees to abide by it understanding that all usage can and will be monitored by the APSB Technology Department Staff.

INTERNET SAFETY AND REGULATIONS

Acadia Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities.

In an effort to enforce Internet safety, the Acadia Parish School Board shall incorporate the use of computer-related technology and the use of Internet service provider technology designed to block access or exposure to any materials or information that is harmful to minors, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on criminal activities or manufacturing of bombs and other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by APSB assigned personnel.

In addition to filtering requirements, the Acadia Parish School Board shall maintain regulations which:

1. Prohibit access by employees, including minors, to inappropriate matter on the Internet and World Wide Web;
 - a. Employees will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language in any electronic form using the APSB network. This includes personal attacks or harassment of another person.
 - b. Employees will not use the APSB network to access or create obscene, profane, discriminatory, harassing, lewd, vulgar, rude, inflammatory, threatening, unprofessional or disrespectful content in any electronic form including audio, images, video and text.
 - c. Employees will not circumvent district content filters using any means in order to access inappropriate content as listed above.
 - d. Employees will immediately report to school authorities any threatening or discomforting material or website they access with inappropriate content.
 - e. Employees will not access or use anonymous Proxy sites to make activity on the internet untraceable.
2. Address the safety and security of employees, when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging";
 - a. Employees will make use of assigned email, Internet and network resources only for educational and/or professional development activities in a respectful and courteous manner. Personal use of these resources is prohibited. This includes using network resources for personal monetary gain such as operating a personal business.
 - b. Employees who have been assigned email accounts will not post or forward "chain letters", jokes, or send annoying or unnecessary messages to others.
 - c. Employees who have been assigned email accounts will not use email to mass email and "spam" any users (internal and external) with unauthorized communications or solicitations, such as but not limited to political or religious mailings.
 - d. Employees will subscribe only to high-quality discussion groups and information feeds that are relevant to educational or professional development activities.
 - e. Employees will not subscribe others to such services mentioned above without their

consent.

3. Prohibit unauthorized access, including "hacking", and other unlawful activities by employees online;
4. Prohibit unauthorized disclosure, use, and dissemination of personal information regarding students and employees;
 - a. Employees will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any APSB webpage. Acadia Parish School Board home pages will use Acadia Parish School Board phone numbers and APSB email addresses. Personal photos, videos, and work can be published unless employee informs the district that they withhold such permission.
 - b. Employees will not disrupt the educational process by posting inappropriate, malicious, or harmful pictures, videos, and/or text on the internet during non-school hours.

ACCOUNTABILITY

Use of school computers shall be reserved for academic and School Board business purposes only. All APSB computer users shall be held accountable and required to use such equipment and other resources in a respectful, legal manner. No one shall be allowed to use an APSB computer and/or access the Internet through the APSB network unless a properly signed [Acceptable Use Policy \(AUP\) Agreement](#) page is on file in the employee personnel file.

The APSB Technology Staff retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures. Content on the network is not private and shall be treated as district property subject to control and inspection.

Network/computer/software access codes and passwords shall be assigned as needed. All employees shall respect the privacy of others' access codes and passwords. Sharing of network/computer access codes and passwords are prohibited. A record shall be kept of these accounts in case an inspection is warranted. Use of school computers and/or the Internet is considered a privilege for the employee and any inappropriate use may result in a disciplinary action, such as loss of privileges to use school computers and access the Internet, and possible monetary reimbursement for unauthorized use or of damages occurred, and reprimand, suspension, or termination.

SECURITY AND UNAUTHORIZED AND ILLEGAL USE

1. All employees who log into the network with individual logins are responsible for maintaining security of their access thus protecting sensitive information and data. Personnel who have computers in their charge shall be responsible for the security of those computers at all times. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited.
2. Use by any person of an APSB computer that incurs unapproved expenses to the school/district shall be strictly prohibited. The computer system shall not be used for commercial, political, or religious purposes.
3. Use of the network for any illegal activities shall be prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized

entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activities are considered a crime under state and federal law and should be reported to district and/or school network administrators.

4. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
5. File sharing software (Limewire, Kazaa, etc.) shall not be installed on APSB computers.
6. Music and non-educational video files shall not be downloaded or stored on APSB computers/networks unless approved by school or district network administrators.
7. Personal digital devices (such as cell phones, handheld computers, etc.) shall not be used to access the Acadia Parish School District network without proper authorization from the district Technology Department.

PRIVACY AND COPYRIGHTS

1. All employees must adhere to the Copyright Laws of the United States (P.L. 94-533) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Unlawful copies of copyrighted materials shall not be produced or used on APSB-owned equipment, within APSB-owned facilities, or at Board sponsored functions. The unauthorized copying, known as plagiarizing, or transferring of copyrighted materials may result in the loss of network privileges.
2. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy.
3. All persons who willfully violate copyright laws do so without the sanction of the APSB and at their own risk and shall assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves may be copied in subsequent communications, so long as proper attribution is given.
4. Employees will respect copyrighted materials and other intellectual property such as music, games, movies, pictures, etc. Employees may not duplicate, copy, or distribute electronic resources without the appropriate permissions from the original owner, documentations or citations.
5. Information about copyright law and guidelines shall be made available on APSB website.

INSTALLING MALICIOUS SOFTWARE

1. Employees should avoid the knowing or inadvertent spread of computer viruses. Computer viruses are programs that have been developed with malicious intent, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, employees shall not import files or programs from unknown or disreputable sources. If an employee obtains software or files from remote sources, proper procedures shall be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or spreading of computer viruses shall be considered criminal activity under state and federal law.
2. Software shall only be downloaded or installed onto APSB computers with proper licensing and approval from the APSB Technology Department.

In summary and conclusion, use of APSB computers and Internet resources are a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use such computers and the Internet. Disciplinary action may include, but is not limited to, loss of computer

use, possible monetary reimbursement, possible legal action, and /or employee termination. This shall apply to *all* employees.

Revised: June, 2009

Approved: July 6, 2009

Ref: [20 USC 7131](#) (*Internet Safety*)
La. Rev. Stat. Ann. §§[17:81](#), [17:100.7](#)
Board minutes, [11-1-99](#), [1-13-03](#), [7-6-09](#)

Acadia Parish School Board

ACCEPTABLE USE POLICY

Acadia Parish School Board Acceptable Use of Internet and District Network Resources for Employees

APSB Employee Agreement Page

(Please return this page only to your Principal / Supervisor)

I, an employee of Acadia Parish School Board, have read, understand and will abide by the APSB Acceptable Use of Internet and District Network Resources for Employees policy. I fully understand that any violation of the regulations mentioned in the above mentioned policy is unethical and may constitute a criminal offense. Should I commit any violation, my privileges may be revoked; employee disciplinary action may be taken up to and include termination, as well as possible appropriate legal action.

I understand that I am responsible for the appropriate use of any APSB technology devices under my supervision and the content on those devices. I also agree to instruct, supervise and protect students under my direction on appropriate, acceptable, safe, fair and legal use of the Internet and the APSB District Network Resources including cyber bullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

Employee's Full Name (please print): _____

Employee's Signature: _____ Date: _____

The above completed form shall be maintained in the employee's personal folder at all times.

Acadia Parish School Board

SCHOOL AND STUDENT SAFETY

The Acadia Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409.1-17:410).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year, and posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

INTERNET USE

The APSB Head Start Program understands that occasional personal use of the internet during work hours is a reasonable request and allows this, within reason.

However, the APSB Head Start Program does not allow internet use to support a personal business, political venture, or embarrass the company and its customers.

USE OF SOCIAL MEDIA

The program respects the right of employees to use social media for personal and professional purposes.

Employees are responsible for complying with policies and procedures when communicating on social media. Employees are accountable for any information they publish online.

Employees are required to:

- Respect the privacy of other employees and refrain from publishing photos of them without their consent
- Ensure any information they post related to the company is accurate
- Comply with the rules of the social media sites they use.

Employees must not:

- "Pretext", or pretend to be someone they are not online
- Speak on behalf of the APSB Head Start Program if they are not expressly authorized to do so
- Share confidential information about the program, its children and families, community partners or other key stakeholders
- Post comments or pictures that could harm the program's brand, reputation or commercial interests

HARASSMENT

It is the policy of the Program to prohibit sexual harassment of its employees in the work place by any person and in any form.

No supervisor shall threaten or insinuate either explicitly or implicitly, that an employee's refusal to submit to sexual advancement will adversely affect the employee's employment, evaluation wages, assigned duties, or any other condition of employment or career development.

Other sexually harassing conduct in the work place is also prohibited including unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words and the display of sexually suggestive pictures. These alleged actions should be reported immediately.

HIRING

It is the policy of the Acadia Parish School Board to hire individuals who are qualified or trainable for employment as determined by our standards of physical fitness, education, experience, aptitude and character. All decisions regarding the recruitment, selection, and placement of employees are made solely on the basis of job-related criteria. Every effort is made to place new employees in positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. Job announcements are sent to internal and external Agency sources.

PROBATION

TEACHERS

Upon initial employment, teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure with the school system. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefor and an opportunity to respond within seven (7) days.

CONTRACT APPOINTEES

Employees hired under a promotional or performance contract shall not be entitled to any probationary period.

BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefor.

Any school bus operator found unsatisfactory by the School Board at the expiration of

the probationary term shall be notified in writing by the School Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the School Board. A school bus operator hired on or after July 1, 2012 shall not be eligible to become a regular and permanent operator.

SCHOOL EMPLOYEES

All school employees (those employees who are not teachers or bus drivers) shall be placed on a six (6) month probationary basis upon employment. Successful completion of the probationary period shall in no way convey any expectation of continued employment. School employees are hired on an at-will employment basis and subject to dismissal by the School Board upon the written recommendation of the Superintendent.

Revised: November 5, 2018

Ref: La. Rev. Stat. Ann. §§[17:441](#), [17:442](#), [17:492](#)
Board minutes, [11-5-18](#)

Acadia Parish School Board

PERSONNEL TRANSFER

The Superintendent may transfer any teacher or other employee, including personnel employed as principals and supervisors, from one position, school or grade to another by giving written notice to the teacher or employee of such intention to transfer. Such transfer shall not be for political or personal reasons. No transfers of instructional personnel shall be initiated during the regular school term, except in emergencies or promotional instances where transfers are required to preserve quality instruction.

The principal shall have the authority to transfer employees at the school in which the principal is employed, subject to the approval of the Superintendent.

Transfer decisions shall be based upon performance, effectiveness, and qualifications as applicable to each specific position. *Effectiveness*, as determined by the School Board's personnel evaluation program, shall be the primary reason for considering a transfer. Conversely, seniority or tenure shall not be used as the primary reason when making any decisions to transfer an employee.

VOLUNTARY TRANSFER

During the months of May and June, available positions shall be posted on the Central Office bulletin board and website. These positions are available to any certified applicant. Voluntary transfers shall not be permitted after June 30 except for positions vacated for extenuating circumstances or displacement of current employees due to program changes. Transfers in these cases shall be granted at the discretion of the Superintendent. Employees who voluntarily request a transfer to another location or position

shall submit such request to the Superintendent or principal in writing. A written notation of the request to transfer shall also be sent to the employee's principal or immediate supervisor.

A teacher transferred to a school or position must be certified and qualified for the position to which transferred. Should a person request reassignment to a lesser position, such personnel, upon reassignment, shall be placed in the salary schedule at the level of the new position.

A teacher or other school employee who has been a victim of physical abuse by any student(s) shall be given the opportunity to transfer to another position for which he/she is certified or otherwise qualified and in which he/she shall not have contact with the student(s), provided there is a position available.

Revised: October, 2003

Revised: September 8, 2008

Revised: November 5, 2018

Ref: La. Rev. Stat. Ann. §§[17:7](#), [17:81](#), [17:441](#), [17:442](#), [17:443](#), [17:444](#)
Board minutes, 6-6-94, 7-7-97, [4-5-99](#), [7-7-03](#), [9-8-08](#), [11-5-18](#)

Acadia Parish School Board

PROMOTION

The Acadia Parish School Board shall require, and the Superintendent shall verify that all employees considered for promotion possess the appropriate qualifications and/or certification necessary for the position.

TEACHERS/CERTIFICATED EMPLOYEES

Whenever a teacher/certificated employee is promoted by the Superintendent from a position of lower base salary to a position of higher base salary requiring the holding of a teaching certificate, employment shall be based on a written contract containing performance objectives. Such contract shall be for a term of not less than two (2) years, nor more than four (4) years, except when such employment is for a temporary position. Prior to the School Board's approval of any initial or subsequent contract which involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board.

Any employee thus promoted and who enters into an employment contract as stated above, shall not gain permanent tenured status in the position to which promoted.

SUPPORT PERSONNEL

Decisions regarding promotion of support personnel shall be made by the Superintendent.

Revised: July, 2012

Revised: September 8, 2014

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:444](#)
[Sund v. St. Helena Parish School Board](#), 2005-2473 (La. App.1st Cir. 5/5/06), 935 So. 2d 219 (2006)
Board minutes, [9-8-14](#)

Acadia Parish School Board

EMPLOYEE ATTENDANCE

The Acadia Parish School Board shall require all personnel to follow the school calendar and holiday schedule, during the school term. The Superintendent, with the approval of the Acadia Parish School Board shall establish office hours and work schedules outside the normal school calendar as necessary.

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

Teachers are expected to be at school at least fifteen (15) minutes before school starts. Teachers shall indicate the time of arrival at school and the time of departure from school upon a form provided by the principal and kept in the school office. This shall be done immediately upon arrival and just prior to departure from school.

ABSENCES DURING THE DAY

No teacher or other employee shall leave the school campus without having first obtained permission from the principal or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. The Superintendent or designee must grant permission for a period of one day or more.

UNAUTHORIZED ABSENCE

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

JOB ABANDONMENT

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee terminated, unless the

employee can provide acceptable and verifiable evidence of extenuating circumstances, as determined by the Superintendent.

REPORTING ABSENCES

The following reasons will be considered as authorized absences for employees by the Acadia Parish School Board. Absences for any other reasons may be considered as unauthorized absences, resulting in the employee being docked full pay for the time reported.

1. Personal illness
2. Personal leave
3. Perfect attendance leave
4. Military leave
5. Worker's compensation
6. Jury duty
7. Court summons
8. Approved school business

All absences of one (1) hour or more shall be reported by the immediate supervisor and shall be recorded and counted toward an employee's leave time. However, the immediate supervisor shall be allowed to record and count less than one (1) hour if an employee is prone to abuse leave policies. When an employee has accumulated four (4) hours, one-half (2) day shall be reported on the absence form that is sent to the Central Office.

SUMMER WORK SCHEDULE

The Superintendent or his/her designee may designate and maintain a summer work schedule that varies from the normal business hours. The principal will be responsible for the operation of the school during the summer months. This includes summer maintenance, financial statements, requisitions, request for services, reports, mail and correspondence, school records and transcripts, and the coordination of the school operation with the School Board.

In order to achieve the most efficient use of personnel at each school, the assistant principals, school secretaries and all other ten and eleven month employees will work their required number of days at the discretion of the principal.

The principal shall give the Superintendent a telephone number(s), where he/she may be contacted at any time. The assistant principal shall be contacted in the absence of the principal as needed.

Revised: November 5, 2018

Ref: La. Rev. Stat. Ann §§[17:81](#), [17:1186](#), [17:1201](#), [17:1202](#), [17:1203](#), [17:1204](#), [17:1206](#), [17:1208](#),
[17:1208.1](#)
Board minutes, [11-5-18](#)

Acadia Parish School Board

EMPLOYEE LEAVES AND ABSENCES

The Acadia Parish School Board may grant leaves of absence to teachers and other employees upon application for leave, subject to such rules and regulations that may be established for the various types of leave.

All leaves must be requested in writing on the *Request for Leave* form that must be obtained from Head Start Central Office and signed by the Head Start Director. Application for leave must be submitted to the designee well in advance of the anticipated beginning date of leave, whenever possible.

All leaves granted shall be conducted in accordance with state law and pertinent regulations. Any employee on leave who does not comply fully with the stated intentions and administrative regulations of said leave, may be subject to disciplinary action.

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, is not entitled to be paid for the days of unauthorized absence and non-performance of duties, and may be subject to disciplinary action.

Under no circumstances shall any type leave be granted for purposes of seeking or accepting employment with another school system in this state unless approved by the Superintendent.

ABSENCES

No teacher or other employee shall leave the school campus without having first obtained permission from the site supervisor. Employee shall be required to clock out upon leaving school. Upon returning, the employee shall clock back in and note the time of his/her return

UNAUTHORIZED ABSENCE

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

REPORTING ABSENCES

The following reasons will be considered as authorized absences for employees by the Acadia Parish School Board. Absences for any other reasons may be considered as unauthorized absences, resulting in the employee being docked full pay for the time reported.

1. Personal illness
2. Personal leave
3. Perfect attendance leave
4. Military leave
5. Worker's compensation

6. Jury duty
7. Court summons
8. Approved school business

All absences of one (1) hour or more shall be reported by the immediate supervisor and shall be recorded and counted toward an employee's leave time. However, the immediate supervisor shall be allowed to record and count less than one (1) hour if an employee is prone to abuse leave policies. When an employee has accumulated four (4) hours, one-half (2) day shall be reported on the absence form that is sent to the Central Office.

Absences due to extenuating circumstances may be brought before the Acadia Parish School Board.

SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE

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

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

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:1186](#), [17:1201](#), [17:1202](#), [17:1205](#), [17:1206](#), [17:1206.1](#), [23:1015.2](#)

Acadia Parish School Board

SICK LEAVE

The Acadia 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/she reports for duty and actually performs work.

The minimum of ten 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, physician assistant providing health care services in accordance with Louisiana law, or nurse practitioner providing health care services in accordance with Louisiana law, 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. In instances whereby a treating physician notes an indefinite or undeterminable date for the employee's return-to- work, the employee shall recertify the absence upon the expiration of **each** twenty (20) consecutive work day period (excluding holiday leave) and shall provide the required certificate to the Acadia Parish School Board.

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); or a person living and being cared for under the same roof as that of the employee;

2. The death of a person other than those listed in part 1 up to a maximum of three (3) days;
3. Marriage of the employee (3 days);
4. Attendance at the wedding of a relative listed in 1 above (1 day);
5. Weather conditions - hurricane, tornado, snowstorm, flood, accident, when approved by the Superintendent or designee;
6. Court summons; or
7. Emergencies not covered above, to conduct business or to cope with emergencies that could not be handled outside the regular school day. If there is doubt as to whether an absence constitutes a valid emergency, the Superintendent shall make a determination. If an employee disagrees with the ruling of the Superintendent, the employee may request reconsideration by the Acadia Parish School Board, whose decision shall be final.

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.

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 OR ADOPTIVE PURPOSES

Each *teacher* granted maternity or adoptive leave in accordance with state law and who has no remaining sick leave balance available may be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a 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.
3. 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 employee is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

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

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

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

VALIDITY OF 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/WORKER'S 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 forty-five (45) days. Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death. No payment for unused sick leave shall be made when an employee resigns.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the 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: July, 2003

Revised: September, 2004

Revised: November 3, 2008

Revised: July, 2012

Revised: September 8, 2014

Revised: November 5, 2018

Revised: February 4, 2019

Revised: February 1, 2021

SEE CAPS FOR OTHER ATTENDANCE AND LEAVE POLICIES

TEMPORARY, SUBSTITUTE, PART-TIME & EXTENDED APPOINTED EMPLOYEES

It is the policy of the APSB Head Start Program to supplement the regular work force with temporary, substitute, part-time and extended appointed employees when necessitated by periods of peak work, employee absences or other situations as may be determined by management.

DISMISSAL OF EMPLOYEES

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, no Acadia Parish School Board employee shall be dismissed except as provided by state law and this policy.

CRIMINAL OFFENSES

The Superintendent, on behalf of the School Board, shall dismiss:

1. An administrator, teacher, or substitute teacher upon final conviction or submission of plea of nolo contendere to any [crime listed](#) in La. Rev. Stat. Ann. §[15:587.1](#), even if adjudication was withheld or a pardon or expungement was granted, in accordance with statutory provisions for dismissal applicable to the employee.
2. However, if the person has obtained tenure, such dismissal shall occur only after a hearing held pursuant to hearing procedures outlined in policy [GBK, Employee Discipline](#).
3. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.
4. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE.
5. Any other school employee if such employee is convicted of or pleads nolo contendere to [crimes enumerated](#) in La. Rev. Stat. Ann. §[15:587.1](#), except La. Rev. Stat. Ann. §[14:74](#).

The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the criminal offenses above no later than thirty (30) days after such dismissal.

In addition, employees shall be subject to removal for failure to properly report arrests for certain offenses enumerated in La. Rev. Stat. Ann. §[17:16](#).

ABANDONMENT OF POSITION

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

CERTIFICATED EMPLOYEES

NON-TENURED TEACHERS

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in

the teacher's personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

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

TENURED TEACHERS

A tenured teacher shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of tenured teachers as included in policy [GBK, Employee Discipline](#).

CONTRACT APPOINTEES

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §[17:444](#), may be removed from their positions by *non-renewal* of their contracts or by termination of their contracts. Contracts may be non-renewed by the School Board for any of the following reasons:

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;
2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;
3. The position in question has been discontinued; or
4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board.

For *mid-contract termination* of promotional employment contracts, the employee shall have the right to written charges and a hearing before a disciplinary hearing officer in the manner provided in La. Rev. Stat. Ann. §[17:443](#). A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

NON-CERTIFICATED EMPLOYEES

NON-TENURED BUS OPERATORS

No bus operator hired after July 1, 2012 shall earn tenure.

A non-tenured bus operator shall be immediately dismissed if he/she is convicted of or has pled nolo contendere to violations of local or existing state law prohibiting operating a vehicle while

intoxicated regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, any bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. Any bus operator employed on or after July 1, 2012, who has successfully completed his/her probationary term, may be dismissed by the Superintendent after providing such bus operator with written reasons therefor and providing the bus operator with the opportunity to respond. The bus operator shall have seven (7) days to respond, and such response shall be included in the bus operator's personnel file. Regardless of the date of his/her employment, a non-tenured bus operator shall not be entitled to a hearing before the School Board prior to termination.

TENURED BUS OPERATORS

A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. [§17:491.3](#) relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state.

Additional grounds for the removal from office of any school bus operator shall be:

1. the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, based upon a determination by the Superintendent that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.
2. conviction of or plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the existing state offenses relative to operating a vehicle while intoxicated, as enumerated in La. Rev. Stat. Ann. [§17:493](#), regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

A tenured bus operator shall not be removed from his/her position except upon written and signed charges against the bus operator, and the bus operator having been furnished with a copy of such written charges and given the opportunity to respond, in person or in writing, within ten (10) calendar days from written notice of the charges.

The Superintendent shall have ten (10) calendar days to review the school bus operator's response and to provide written notice to the bus operator of the *interim disciplinary action*, which may include placing the bus operator on paid administrative leave. If the bus operator has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, §§14:80 through 14:81.5, any other sexual offense affecting minors, any of the [crimes provided](#) in La. Rev. Stat. Ann. [§15:587.1](#), or any justified complaint of child abuse or neglect on file in the central

registry pursuant to Children's Code [Article 615](#), the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent's interim decision.

Within twenty (20) calendar days after written notice of the charges, the bus operator may request a hearing before a disciplinary hearing officer, following the hearing procedures for tenured teachers found in policy [GBK, Employee Discipline](#). If the bus operator fails to timely request a hearing, the disciplinary action shall become final.

SCHOOL EMPLOYEES

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. §§17:441-446, or by the provisions of La. Rev. Stat. Ann. §§17:491-494, shall be subject to dismissal by the Superintendent after providing such employee with the written reasons therefor and providing the employee the opportunity to respond. The school employee shall have seven (7) weekdays following his/her receipt of the Superintendent's proposed reasons to respond, and such response shall be included in the school employee's personnel file. Upon receipt and consideration of the employee's response, if any, the Superintendent shall provide the employee with written notice of his/her decision. The Superintendent's decision shall be final.

Revised: November, 2003
Revised: September, 2010
Revised: June, 2012
Revised: December 9, 2013

Revised: September 8, 2014
Revised: December 3, 2018
Revised: February 3, 2020

Ref: La. Rev. Stat. Ann. §§[13:3204](#), [15:587.1](#), [17:15](#), [17:16](#), [17:81.5](#), [17:442](#), [17:443](#), [17:444](#), [17:491.3](#), [17:492](#), [17:493](#), [17:493.1](#), [32:414.2](#)
La. Code of Civil Procedure, [Art. 2592](#)
[Rousselle v. Plaquemines Parish School Board](#), 633 So.2d 1235 (La. 2/28/94)
Board minutes, 6-6-94, [3-1-04](#), [9-13-10](#), [12-9-13](#), [9-8-14](#), [12-3-18](#), [2-3-20](#)

Acadia Parish School Board

PERFORMANCE APPRAISALS

It is the policy of the APSB Head Start Program that the job performance of each employee shall be evaluated periodically by the employee's supervisor.

EVALUATION

TEACHERS AND ADMINISTRATORS

The Acadia 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 *Acadia Parish School Board Personnel Accountability Plan*. 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: November 5, 2012

Revised: September 8, 2014

Revised: November 5, 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, [9-10-12](#), [9-8-14](#), [11-5-18](#)

Acadia Parish School Board

EXPENSE REIMBURSEMENT

The Acadia Parish School Board shall reimburse employees and School Board members for expenses incurred while on official Board business, within budgetary limitations. Travel expenses shall be limited to those expenses necessarily incurred by employees or Board members in the performance of official responsibilities as may be authorized by the School Board. Requests for reimbursement will be monitored and reviewed using procedures established by the Acadia Parish School Board.

All employees who use their private vehicles for official Board business shall be required to carry liability insurance in an amount to meet state requirements to be eligible for reimbursement. When a private vehicle is used, mileage shall be reimbursed based at the rate currently in use and approved by the Board. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

GENERAL TRAVEL REGULATIONS

The regulations and allowances contained herein pertain to the travel of officers and employees on official school business, the expenses incurred thereon, and the maximum claims for reimbursement that will be allowed. These regulations apply to all employees of the Acadia Parish School Board.

1. Definitions: For the purpose of these regulations, the following words have the meanings indicated:
 - a. Officer
 - (1) School Board Members
 - (2) Superintendent
 - (3) Assistant Superintendent

- b. Employee - Employees below the level of officer

- c. Authorized Person - Advisors and consultants

Reimbursement of travel expenses for authorized persons shall require prior written approval from the Superintendent.

- d. Official Domicile

- (1) The *official headquarters* of an officer or employee assigned to an office shall be the city in which the office is located, except where domicile is fixed by law.
 - (2) The *official domicile* of a person located in the field shall be the city or town nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the Superintendent, provided that in all cases such designation must be

in the best interests of the agency and not for convenience of the person.

(3) Every officer or employee, except those on temporary assignment, shall be assigned an official domicile, and no travel or subsistence expenses shall be allowed at the place of official residence. The head of an agency may provide reimbursement for transportation necessary for effective operation of the agency within the official domicile. Lump sum allowance for transportation may be provided with written approval from the Superintendent.

- e. Temporary Assignment - Any assignment made for a period of less than thirty-one (31) consecutive days at a place other than the official domicile.
- f. Traveler - An officer, employee, or authorized person when performing authorized travel
- g. Travel Period - A period of time between the time of departure and the time of return.
- h. In-State Travel - All travel within the borders of Louisiana.
- i. Out-of-State Travel - Travel to other states within the continental United States. All travel to states, nations, or territories outside the continental United States must be approved by the Superintendent prior to the time the travel is accomplished.

2. Exceptions to Regulations

The Travel Regulations established by the Acadia Parish School Board shall govern reimbursement of travel expenses (transportation, meals, lodging, and miscellaneous expenses) for all officers and employees with the following exceptions:

- a. Where allowances are fixed by law.
- b. Where the best interests of the Acadia Parish School Board call for exceptions; however, no change from the established regulations shall be allowed without first securing prior written approval from the Superintendent.
- c. Unless exception to these regulations is requested and approved, the rates and procedures contained herein shall be the only basis upon which reimbursement may be made.

3. Eligibility for Reimbursement of Travel Expenses

- a. All officers and employees are eligible to receive reimbursement for travel and subsistence *only* when away from "official domicile" on temporary assignment. Temporary assignments shall be deemed to have ceased after a

period of thirty-one (31) days, and after such period the place of assignment shall be deemed to be the official domicile. The individual shall not be allowed travel and subsistence unless permission to extend the thirty-one (31) day period has been previously secured from the Superintendent.

- b. An officer or employee whose residence is other than the official domicile of the office shall not receive travel and subsistence while at the official domicile, nor shall reimbursement be received for travel to and from residence. Exceptions shall be made only on the basis of prior written approval of the Superintendent.
 - c. Officers will be reimbursed on an actual expense basis *except* in cases where other provision for reimbursement has been made. In cases where actual expenses are claimed, all officers shall cooperate to the extent that all records of travel shall be clear and complete. Receipts and other supporting documents must accompany the request for reimbursement.
 - d. Itinerant travel shall include actual daily mileage, rather than anticipated, regularly scheduled mileage.
4. Authority to Incur Traveling Expenses (Applicable to all Officers and Employees)
- a. All travel must be authorized and approved in writing by the Superintendent. A file shall be maintained on all approved travel authorization.
 - b. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the Board, and must be within the limitations prescribed.
5. Out-of-State Travel Guidelines
- a. Immediate supervisors must monitor travel closely relative to the purpose for traveling, the number of requests previously submitted, and the number of days away from work.
 - b. When completing the *Request to Attend or Participate in Professional Meeting or Activity* form, an individual must briefly state the rationale for attending and attach an agenda.
 - c. School level requests for travel must be based on need(s) as identified in the school improvement plan and should involve the acquisition of information relative to research-based strategies, programs, etc.
 - d. Except when justified, no more than two (2) teachers per school should attend a particular workshop, conference, etc.
 - e. Principal/teacher travel to out-of-state conferences should lead to documented staff development activities at his/her school.

- f. Individuals who request travel may be asked to submit a *Professional Development Activity Report*.
 - g. When requesting out-of-state travel for a conference, an individual should be affiliated with the state or national organization of the sponsoring group.
 - h. Whenever possible, carpooling should be utilized.
6. Transportation (Applicable to all Officers and Employees)

a. Travel Routes

The most direct and usually traveled route must be used by travelers. All mileage shall be computed using one the following, as applicable:

Parish adopted mileage chart
Current official State Highway Department Map
Recognized computerized mapping program
Odometer readings

Any substantial deviations from distances shown in the standard highway mileage guides shall be explained.

b. Method of Transportation

A common carrier (train, bus, or airplane) should be used for out-of-state travel. As otherwise provided herein, air travel by officers and employees shall be reimbursed only at coach or economy class rates. The difference between the air coach or economy class rates and first class air rates shall be paid by the traveler, if travel was performed at first class air rates. If space is not available in less than first class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating that fact. The certification will be attached to the travel voucher. When the Superintendent approves use of privately-owned automobiles for out-of-state travel, the traveler shall be reimbursed travel cost (transportation, lodging, meals while en route) not to exceed the cost of travel by coach/economy class air rates or first class train fare plus one Pullman accommodation. Reimbursement shall be on the basis of the most direct route.

c. Parish-owned Vehicles

- (1) A parish-owned vehicle may not be operated by an officer or employee who does not possess a valid State Driver's License.
- (2) No parish-owned vehicle may be operated in violation of the generally recognized State or local laws.

- (3) All accidents, major and minor, involving parish-owned vehicles shall be reported immediately in writing to the Insurance Section of the Acadia Parish School Board, together with names and addresses of available witnesses and principals.
- (4) All purchases made on credit cards shall be signed for by the officer or employee making the purchase; and the license number and the unit price and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. Items incidental to the operation of the vehicle may be made via credit cards only when away from official domicile on travel status. In all instances where a credit card is used to purchase items or services which are incidental to the operation of a vehicle, the copy of the credit ticket along with a written explanation of the reason for the purchase shall be attached to the report outlined in Item 5-c(7) of these regulations.
- (5) Travelers in parish-owned automobiles, who purchase needed repairs and equipment while on travel status, shall make use of all fleet discount allowances and bulk purchasing contracts where applicable.
- (6) No officer or employee may carry unauthorized passengers in parish-owned automobiles.
- (7) The user of each parish-owned automobile shall submit a monthly report to the agency or designee indicating the number of miles traveled, odometer readings, credit card charges, dates, and places visited. When a parish carpool vehicle is used, the traveler, upon returning the vehicle to the pool, shall report the operating condition of the vehicle to the person designated as the responsible assigning officer.

d. Personally-Owned Vehicles

- (1) No personally-owned vehicle may be used on official business unless prior written approval, as outlined in Item 4-a, has been granted.
- (2) No personally-owned vehicles may be operated on official business in violation of the generally recognized State and local laws, including automobile insurance coverage requirements.
- (3) All accidents, major or minor, involving personally-owned vehicles being operated on official School Board business, must be reported immediately in writing to the Insurance Section of the Acadia Parish School Board together with names and addresses of available

witnesses and principals.

- (4) When two (2) or more persons travel in the same personally-owned vehicle, only one charge shall be allowed for the use or expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

7. Reimbursement for Travel, Subsistence, and Other Expenses

a. Transportation

- (1) A mileage allowance shall be authorized for travelers using personally-owned vehicles while in the conduct of official business. Mileage shall be reimbursable on the basis of the current state rate. Mileage will be computed as provided for in Item 5. The traveler shall be required to pay all operating expenses of the vehicle such as, but not limited to, fuel, repairs, replacement of parts, and insurance.
- (2) A flat rate of \$50 per month shall be allotted directors and supervisors who use personal vehicles for school business to cover general wear and tear expenses and to cover travel to Crowley area schools.
- (3) Officers and employees using either parish-owned vehicles or personally-owned vehicles on official business shall be reimbursed for storage and parking fees, ferry fares, and road and bridge tolls.
- (4) Parish-owned credit cards shall not be issued to officers or employees for use in the operation of privately-owned vehicles.
- (5) In no case shall a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.
- (6) When an employee is required to use a personally-owned vehicle for parish activities in the immediate vicinity of the official domicile, the employee may request authorization from the Superintendent for a lump sum allowance for transportation or may provide reimbursement for transportation (mileage) as provided in Item 6-a (1).
- (7) Use of privately-owned aircraft is permitted, upon prior written approval from the Superintendent, as outlined in Item 4-a. Reimbursement will be made as provided for Item 6-a (1). Before travel by privately-owned aircraft is authorized, the traveler shall certify that (a) at least one hour of working time will be saved by such travel and (b) no other form of transportation, such as commercial air travel, will serve this same purpose.

b. Lodging and Meals: In-State Travel

- (1) Meals only (including tips): Employees, while on in-state travel may be allowed up to the following amounts for meals:

Breakfast	\$ 4.00
Lunch	8.00
Dinner	<u>13.00</u>
	\$25.00

- (2) Employees may be reimbursed for meals on an actual expenditure basis not to exceed the limits set forth below: (Receipts required for one-day trips)

Breakfast - when travel begins before 6:00 A.M. and extends beyond 10:00 A.M.

Lunch - when travel begins before 10:00 A.M. and extends beyond 3:00 P. M.

Dinner - when travel begins before 3:00 P.M. and extends beyond 7:30 P. M.

- (3) Meals included in conference registration costs are not reimbursable.
- (4) Lodging Only: Employees may be reimbursed actual expenses for lodging, at single occupancy rate (plus tax) per day. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.

c. Lodging and Meals: Out-of-State Travel

- (1) Meals, only (including tips): Employees, while on out-of-state travel, may be reimbursed up to the following amounts for meals:

Breakfast	\$ 4.00
Lunch	8.00
Dinner	<u>13.00</u>
	\$25.00

- (2) Employees may be reimbursed for meals only in connection with overnight travel status on the following schedule:

Breakfast: When travel begins before 6:00 A.M. on the first day of travel, or extends beyond 10:00 A.M. on the last day of travel,

and for any intervening days

Lunch: When travel begins before 10:00 A.M. on the first day of travel, or extends beyond 3:00 P.M. on the last day of travel, and for any intervening days

Dinner: When travel begins before 3:00 P.M. on the first day of travel, or extends beyond 7:30 P.M. on the last day of travel, and for any intervening days

- (3) Meals included in conference registration costs are not reimbursable.
- (4) Lodging Only: Employees may be reimbursed actual expenses for lodging, at single occupancy rate (plus tax) per day. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.
- (5) Extended Stays: For travel assignment involving duty for extended periods, usually in excess of thirty (30) days, at a fixed location outside of the State, the reimbursement rate for lodging and meals should be adjusted downward. Care should be exercised to prevent allowing rates in excess of those required to meet the necessary authorized subsistence expenses.

The traveler is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

d. Other Expenses

Only the following expenses incidental to travel may be reimbursed:

- (1) Communication expense relative to official parish business
- (2) Registration fees at conferences
- (3) Charges for storage and handling of equipment
- (4) Taxi and bus fares
- (5) Reasonable tips (for baggage handling only)
- (6) Limousine services to and from terminals or stations

e. Special Meals (Meals for others)

Reimbursement may be made only under extraordinary circumstances. The request for reimbursement must be accompanied by an invoice and a statement of justification which fully describes the purpose of the gathering and lists all persons attending by name and title. The request for reimbursement shall require the approval of the Superintendent. The statement shall also indicate that the expense is in the best interest of the parish. If any of the persons attending are parish employees

on travel status, such employees are required to deduct from their subsistence reimbursement claim the value of the meal(s) furnished. Receipts shall be presented.

f. Restrictions Governing Claims for Reimbursement

- (1) Travel allowances shall not be granted for travel accomplished on Saturday, Sunday, or holidays unless approved by the Superintendent or designee.
- (2) No claim for reimbursement shall be made for any lodging and/or meals furnished at a parish school or other agency.
- (3) In case an employee travels by an indirect route for convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and usually traveled route.

Any incremental mileage beyond travel to conference site or lodging is not reimbursable. (ex: off-site meals, shopping, etc.)

- (4) Items included in any expense account which do not fully conform to these regulations shall be disallowed for payment.

g. Receipts or Other Support (Applicable to officers and employees)

Receipts and other substantiation *are required for travel expenses, except for the following:*

- (1) Taxicab, local bus, or streetcar fares
- (2) Routine meals when travel is overnight
- (3) Telephone and telegraph under \$2.00
- (4) Tips

8. General

a. Funds for Travel Expense

Persons traveling overnight on official business may request in writing an advance expense payment not to exceed 75% of anticipated reimbursable costs only with authorization of the appropriate supervisor. The adjusted remainder shall be paid upon return of the employee, after the appropriate documentation has been filed. This advance must be requested at least fifteen (15) working days before the day travel begins.

The expense claim covering the related travel shall be submitted no later than the 10th day of the month following the completion of travel.

b. Parish Credit Cards

Credit cards used in the name of the parish are not to be used for the purpose of securing transportation, lodging, meals, or telephone and telegraph service, unless prior written permission has been obtained from the Superintendent.

c. Claims

All claims for reimbursement for travel shall be submitted on the *Parish Travel Form* and shall include all details provided for on the form. It shall be signed by the person claiming reimbursement and approved by the appropriate supervisor. The purpose for extra and unusual travel *must* be stated in the space provided on the front of the form. In all cases, the date and hour of departures from, and arrivals at subsequent stop shall be shown.

Except when the cost of air transportation is invoiced directly to the parish, all expenses incurred on any official trip shall be paid by the traveler and the travel voucher shall show all such expenses in detail to the end that the total cost of the trip shall be reflected by the travel voucher. If the cost of air transportation is paid directly by the parish, a notation shall be indicated on the travel voucher depicting the date of travel, destination, amount, and the fact that it has been paid by the parish. The traveler's copy of the passenger ticket shall be attached to the travel voucher.

In all cases, and under *any* travel status, cost of meals and lodging shall be paid by the traveler and claimed on the travel voucher for reimbursement, and not charged to the parish.

When two (2) or more official travelers travel in one automobile, *only* the owner of a personally-owned automobile used shall be entitled to reimbursement. The owner shall indicate the names of other official travelers who are passengers in his/her automobile.

d. Lodging

The Superintendent shall take necessary steps to inform all personnel on travel status that:

- (1) Whenever possible, travelers shall request and make use of special discount rates for lodging.
- (2) Requests for reimbursement for lodging that reflect above-average charges shall be subject to subsequent review and justification.

e. Advisors and Consultants

Reimbursement of expenses for travel to be performed by authorized persons who are called upon to contribute time and services as consultants

or advisors, shall require prior written approval from the Superintendent. Complete explanation and justification must be shown on the travel expense form or attached thereto.

f. Other Funds

Any subsistence allowance or travel expense peculiar to a department not included in these regulations must first be approved by the Superintendent.

g. Fraudulent Claims

Any person who submits a claim pursuant to the aforementioned regulations, and who willfully makes and subscribes any such claim which that person does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to immediate dismissal, as well as, being criminally and civilly liable within the provisions of State law.

Revised: March, 2004

Revised: November, 2005

Ref: La. Rev. Stat. Ann. §§[17:56](#), [32:861](#), [32:862](#), [32:863](#), [32:863.1](#), [32:900](#)
Board minutes, 6-6-94, 2-3-97, [5-1-00](#), [2-2-04](#), [8-1-05](#), [9-8-08](#)

Acadia Parish School Board

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

The Acadia Parish School Board recognizes that employees may need to use their own vehicles for business related travel. However, such usage should be kept to a minimum and should be done only when necessary. In order to receive reimbursement for travel expenses, employees shall be required to maintain adequate automobile insurance in limits stipulated by the School Board.

Acadia Parish School Board

OPERATIONS OF AGENCY VEHICLES

Only authorized program employees shall be assigned to drive program owned vehicles. Individuals must possess a valid operator's license and have a verifiable need to operate program owned vehicles. Only the program head shall possess the authority to assign an individual to operate a program vehicle.

HOLIDAYS

The Acadia Parish School Board shall establish the holiday schedule for all personnel in addition to those included in the adoption of a school calendar. Whenever a holiday falls on a Saturday or Sunday, the School Board may declare that the holiday be observed on the preceding Friday or following Monday, respectively.

General election day shall be designated by each school system as a holiday every four (4) years for the presidential election. The first Tuesday after the first Monday in November in even-numbered years where the parish governing body has established a polling place at a public school shall also be designated as a holiday.

Revised: November 5, 2018

Revised: February 3, 2020

Ref: La. Rev. Stat. Ann. §§[1:55](#), [17:81](#)
[Louisiana Handbook for School Administrators, Bulletin 741](#), Louisiana Department of Education
Board minutes, [11-5-18](#), [2-3-20](#)

Acadia Parish School Board

STAFF DEVELOPMENT

It is the policy of the Program to afford an opportunity for employees to develop their skills thereby improving their performance. Every employee has a responsibility for continuing the development for his/her skills as required by the program as well as on his/her own initiative.

EMPLOYEE SAFETY AND HEALTH

It is the policy of the Program to safeguard the safety and health of all employees by requiring certain practices and not permitting others which may be determined to be a health hazard or unsafe practice.

MAINTENANCE OF WORK AREA

It is the policy of the Program that work areas shall be kept clean and orderly at all times. Cluttered work areas usually are the result of poor work habits on the part of employees which have been tolerated by supervisors. It is the responsibility of each supervisor to ensure that his/her work area is maintained in accordance with the requirements of this policy. Smoking is not permitted in the work place. A general "clean-up" of work area in operations and office facilities shall be accomplished at the end of the workday. Supervisors shall ensure that employees put away equipment and files before leaving the office for the day.

PERSONAL PROPERTY

It is the policy of the Program to assist its employees in safeguarding their personal property while at work. The Program cannot assume responsibility for the loss or theft of personal belongings and employees are advised not to carry large sums of cash or other valuables with them when they come to work.

ATTENDANCE AND PUNCTUALITY

It is the policy of the Program to encourage good attendance habits on the part of its employees. Management recognizes that circumstances beyond an employee's control may cause him/her to be absent from work for all or part of a day. Unauthorized and/or excessive absences or tardiness will not be tolerated and may result in disciplinary action.

LUNCH AND REST BREAKS

It is the policy of the Program to improve employee morale and productivity by providing lunch and rest breaks during the course of each workday. Office of Head Start requires teaching staff to eat lunch with the children in order to promote language and social skills.

BEHAVIOR OF EMPLOYEES

It is the policy of the Program that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Program and for the benefit and protection of the rights and safety of all. Conduct that interferes with operations, brings discredit on the Program, or is offensive will not be tolerated.

EMPLOYEE DRESS CODE

Each employee of the Acadia Parish School Board shall be expected to give proper attention to his/her personal appearance as required by work responsibilities. Acadia Parish Schools constitute one of the largest businesses in the parish and the image projected by its employees is an important influence on the degree of public support it receives. An appropriately dressed employee is seen as a more suitable role model. Personal appearance also has direct bearing on the teaching authority, confidence, and self-esteem of teachers, administrators, and staff. Appropriate dress influences the way staff interacts with students and positively affects the general environment. Each employee of the Acadia Parish School Board will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming regardless of job category.

GUIDELINES

Supervisors, as instructional leaders, shall have the authority to determine what is considered professional attire and in the best interest of instruction.

- 1) Dresses, skirts, and split skirts must be of a modest and appropriate length (no more than 2" above the kneecap when standing). Unacceptable length will be dealt with by the school administration.
- 2) Walking/dress shorts (no denim) of appropriate length (no more than 2" above the kneecap when standing) are acceptable. However, they should be worn with a jacket, blazer, or vest, and stockings or tights must be worn. Unacceptable length shall be dealt with by the school administration.
- 3) Any tight fitting or clinging attire shall be inappropriate for school wear.
- 4) Collared shirts shall be required for men and neckties are encouraged.
- 5) The only allowable piercing jewelry shall be earrings worn on the ear.
- 6) Recreational clothing, warm-up suits, and wind suits shall not be worn, unless the teacher is teaching Physical Education fifty percent (50%) or more during an instructional day.
- 7) Appropriate professional footwear shall be required. No rubber or plastic flip-flops or Crocs. Stockings or socks with all footwear are encouraged.
- 8) Jeans of any color may not be worn as a part of dress for all employees (maintenance workers, janitors, and bus operators are excluded). On special occasions and/or while on duty, athletic shoes/tennis shoes/sneakers may be worn.
- 9) Teachers of special education, physical education, industrial arts, vocational agriculture, and non-clerical support staff shall be required to dress appropriately according to their job description.
- 10) Tee-shirts shall be permitted on Spirit Day only. (Spirit Day should be cleared by the immediate supervisor.)
- 11) Spirit Day - allowed no more than once a week, no jeans of any color allowed.

It is the responsibility of the supervisor to be aware of inappropriate dress and to discuss dress and grooming expectations with those employees who may require guidance. Examples of inappropriate clothing: see-through clothing; clothing should cover the entire body with exception of arms, legs, and neck up; tight clothing; and low-cut blouses/dresses.

NOTE: The above shall be adhered to each regular scheduled school day, (workshops, regular scheduled/weekend and summer), and during summer school.

Revised: July 10, 2006

Ref: La. Rev. Stat. Ann. §[17:81](#)
Board minutes, 6-6-94, [8-6-01](#), [7-10-06](#)

FAMILY RELATIONS

It is the policy of the Program to provide its families with the best possible services. Employees are expected to treat families in a courteous, respectful manner at all times.

PERSONAL TELEPHONE CALLS

It is a Licensing regulation that cell phones (including earbuds and watches) shall not be used in classrooms, cafeteria or playground in the presence of children during working hours. The Program prohibits the use of cell phones (including earbuds and watches) during working hours. Each center has access to a landline and employees are encouraged to direct personal calls/ emergencies to the landline phone number. Personal calls should be limited to those which are absolutely necessary and should be as brief as possible. Employees are subject to disciplinary action if the cell phone use policy is not followed

DISCIPLINARY PROCEDURES

It is the policy of the Program that any employee who violates any of its rules, regulations, policies, directives or standards of employee conduct and behavior may be subject to disciplinary action, up to and including termination of employment.

ALL EMPLOYEES have access to CAPS (<http://caps.acadia.k12.la.us/>) on the APSB website. If anyone needs further clarification please see the CAPS website or contact your immediate supervisor.

Other resources:

Early Childhood Learning and Knowledge Center
<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>

Bulletin 137-Early Learning Site Licensing Regulations
<https://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing>