

## F-PERSONNEL

General Section .....	F-1
Equal Opportunity Employment .....	F-2
Employee Relations.....	F-2.1
Professional Development Opportunities .....	F-3
Complaints and Grievances .....	F-4
Due Process For Parent and Student Complaints .....	F-4.1
Parental Notification .....	F-4.1a
Employee Reporting of Discipline Violations .....	F-4.2
Conflict of Interest .....	F-5
Community Relations .....	F-6
Political Activities .....	F-6.1
Public Appearances .....	F-6.2
Solicitation of/by Staff Members .....	F-7
Solicitation by Business Concerns .....	F-7.1
Personnel Records .....	F-8
Professional Personnel .....	F-9
Compensation Guides .....	F-9.10
Contracts .....	F-9.11
Recruitment/Hiring .....	F-9.12
Employment Policies for Non-Exempt Personnel .....	F-9.12a
Timekeeping Policy for Non-Exempt Employees .....	F-9.12b
Assignment .....	F-9.13
Accountability .....	F-9.13a
Consulting Regarding Placement .....	F-9.13.1
Orientation .....	F-9.14
In-Service Meetings .....	F-9.15
Probation .....	F-9.16
Supervision .....	F-9.17
Evaluation .....	F-9.18
2020-2021 Evaluation.....	F-9.18-1
Promotion .....	F-9.19
Tenure .....	F-9.20
Transfer .....	F-9.21
Discipline, Separation, and Dismissal .....	F-9.22
Reduction in Force .....	F-9.22a
Reduction in Force Effective July 1, 2012 .....	F-9.22.a.1
Suspension of Personnel .....	F-9.22b
Resignation .....	F-9.23
Retirement .....	F-9.24
Sales Tax Criteria for Retiree .....	F-9.24a
Sales Tax Criteria Employees Terminating .....	F-9.24b

Health Examinations .....	F-9.25
Drug and Alcohol Usage by Employees .....	F9.25a
Time Schedules.....	F-9.26
Work Load .....	F-9.27
Staff Meetings.....	F-9.28
Extra Duty.....	F-9.29
Expenses .....	F-9.30
Sexual Harassment.....	F-9.31
Derogatory Language .....	F-9.32
Profane Language and Acts .....	F-9.33
Leaves and Absences .....	F-10
Sabbatical Leave.....	F-10.1
Leave for Conferences and Visitations.....	F-10.2
Exchange Teaching.....	F-10.3
Leave for Illness and Emergencies .....	F-10.4
Sick Leave Bank .....	F-10.4a
Maternity Leave.....	F-10.5
Adoptive Leave .....	F-10.5.1
Military Leave .....	F-10.6
Leave for Marriage .....	F-10.7
Leave Without Pay .....	F-10.8
Leave for Employees Who Serve on Certain Public Entities .....	F-10.9
Exception to Extended Sick Leave for All Employees and Sabbatical Leave for Teachers.	F-10.10
Emergency Family and Medical Leave (EFMLA) and Emergency Paid Sick Leave (Covid-19 Pandemic).....	F-10.11
Covid Emergency Paid Sick Leave.....	F-10.11.b
Arrangements for Substitutes .....	F-11
Professional Organizations .....	F-12
Guideline for School Employee Behavior .....	F-13
Investigation of Employees .....	F-14
Ownership of Buildings and Movables .....	F-15
Recognition of Morehouse Parish School Board Employee Privacy Policy .....	F-16
Request for Sexual Misconduct History .....	F-17
Employee Notice of Criminal Proceedings .....	F-18
Criminal Offenses Affecting Sexual Immorality .....	F-19
Post-Accident Drug and Alcohol Testing Policy .....	F-20
Drug Testing Policy .....	F-21
Drug and Alcohol Policy for All Drivers Requiring a Commercial Drivers License (CDL)..	F-21a
Wellness Policy.....	F-22
Electronic Communications Policy by Employees to Students.....	F-23
Nursing Mothers .....	F-24
Employee Dress Code Policy.....	F-25
Volunteer Coach/Sponsor Policy.....	F-26

Policy For Breaking Up Fights .....	F-27
Prohibition Regarding Hiring and Requirement for Discharge of Applicants/Employees Convicted of Certain Offenses .....	F-28

F-1

## GENERAL SECTION

This section deals with all personnel excluding the superintendent and other school management and supervisory personnel classified under the policies contained in Section C, General School Administration.

Included in this section are Professional Personnel and Non-professional Personnel. Policies pertaining to Paraprofessional Personnel are the same as for Non-professional Personnel in all areas in this section starting with the heading, Non-professional Personnel, Recruitment/Hiring, unless otherwise indicated.

F-2

### NEW POLICY

#### EQUAL OPPORTUNITY EMPLOYMENT

The Morehouse Parish School Board with its administrative staff believes that it has an obligation to provide the children attending its schools with the very best teachers available regardless of race, color, creed, national origin, sex, disability, marital status, sexual orientation, religion or veterans status.

Equal opportunity employment will also prevail in the hiring practices of all other employees of the Morehouse Parish School System.

The Morehouse Parish School Board will not discriminate in its employment practices on the basis of sex as outlined in the Policy Statement on Title IX. (See statement coded F-2 Exhibit, Policy Statement on Title IX of the Education Amendments of 1972.).

The Morehouse Parish School Board will not discriminate in its employment practices on the basis of age as stated in the Age Discrimination Act of 1967 as amended in 1974.

The Morehouse Parish School Board will not discriminate in its employment practices on the basis of handicapping condition as stated in Section 504 of P.L. 93-112, the Rehabilitation Act of 1973.

It shall be the policy of the Morehouse Parish School Board that all applicants for admission and employment, students, parents or legal guardians of students, or employees, sources of referral of applicants and employment, and any and all entities having business with the School Board are hereby notified that the School Board does not discriminate on the basis

of race, color, national origin, sex, age, disability, marital status, sexual orientation, religion or veteran status in admission or access to, or treatment or employment in, its programs and activities, including any notices required by Title IX of the Education Amendments of 1972 or Part 106 of Title 34 of the United States Code of Federal Regulations. The School Board

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pledges to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, termination, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The School Board shall also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

The Superintendent and/or his/her designee shall investigate any and all complaints that may be brought against the School Board or any individual school in the school district in regard to any alleged discriminatory action for appropriate treatment by the Superintendent and/or the School Board.

All employees shall be responsible for complying with this policy. Inquiries, concerns, or complaints related to any form of harassment or discrimination should be immediately reported to the immediate supervisor who, in turn, shall report the incident to the Superintendent and/or his/her designee. If the supervisor is the alleged harasser or discriminator, or the employee does not wish to report the matter to his/her supervisor, the employee may submit the complaint directly to the Superintendent or his/her designee for appropriate inquiry including when appropriate, investigation.

Complaints regarding sexual harassment/sexual discrimination shall be reported through and by policy H-15.

#### **PERSON WITH DISABILITIES**

In accordance with federal and state statutes addressing nondiscrimination of disabled persons, namely Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the Morehouse Parish School Board attests that no qualified person with a disability shall, solely by reason of a disability, be denied the benefits of, be excluded from participation in , or be otherwise subjected to discrimination under any program or activity; nor shall a qualified person with a disability be subjected to discrimination in employment.

F-2 (Exhibit)

### **MOREHOUSE PARISH SCHOOL BOARD POLICY STATEMENT ON TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Students, their parents, and employees of the Morehouse Parish School Board are hereby notified that this school system does not discriminate on the basis of sex and is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its

educational activities and employment practices. Any person having inquiries concerning compliance with Title IX by the Morehouse Parish School Board is directed to contact the Superintendent of Schools, Morehouse Parish, at the School Board Office located at 714 South Washington St., Bastrop, Louisiana, Telephone 318/281-5784.

**MOREHOUSE PARISH SCHOOL BOARD  
POLICY STATEMENT ON SECTION 504  
OF  
THE REHABILITATION ACT OF 1973  
PUBLIC NOTICE  
NOTICE TO STUDENTS, PARENTS AND EMPLOYEES OF THE  
MOREHOUSE PARISH SCHOOL BOARD**

The Morehouse Parish School System Does Not Discriminate on The Basis of Handicap as Required by Section 504 of The Rehabilitation Act of 1973 (As Amended). The Morehouse Parish School Board Is Committed to a Policy of Equal Opportunity For All Applicants And Employees. This Policy Applies to Recruiting, Hiring, Job Assignment, Supervising, Training, Upgrading, Transfers, Compensation, Promotion, Education And Recreation, Regardless of Race, Creed, Color, National Origin, Sex, Age, or Handicap. Any Person Having Inquiries Concerning Compliance With Section 504 by The Morehouse Parish School Board Is Directed to Contact Mrs. Sherri Slade, Testing And Accountability Coordinator, Who Has Been Designated to Coordinate the School System's Effort to Comply with Section 504. Mrs. Slade May Be Reached at 714 South Washington Street, Bastrop, La, Telephone Number 318/283-3445.

OLD POLICY

F- 1

GENERAL SECTION

This section deals with all personnel excluding the superintendent and other school management and supervisory personnel classified under the policies contained in Section C, General School Administration.

Included in this section are Professional Personnel and Non-professional Personnel. Policies pertaining to Paraprofessional Personnel are the same as for Non-professional Personnel in all areas in this section starting with the heading, Non-professional Personnel, Recruitment/Hiring, unless otherwise indicated.

## EQUAL OPPORTUNITY EMPLOYMENT

The Morehouse Parish School Board with its administrative staff believes that it has an obligation to provide the children attending its schools with the very best teachers available regardless of race, color, creed, national origin or handicapping condition.

Until such time as the Morehouse Parish School District is declared unitary for faculty and staff assignments, the principals and administrative staff, including the Superintendent, shall strive to have the facilities and staff of each school assigned so that the ratio of black to white teachers and staff shall substantially reflect the ratio of black and white teachers and staff in the district as a whole.

Equal opportunity employment will also prevail in the hiring practices of all other employees of the Morehouse Parish School System.

The Morehouse Parish School Board will not discriminate in its hiring practices on the basis of sex as outlined in the Policy Statement on Title IX. (See statement coded F-2 Exhibit, Policy Statement on Title IX, of the Education Amendments of 1972.)

The Morehouse Parish School Board will not discriminate in its hiring practices on the basis of age as stated in the Age Discrimination Act of 1967 as amended in 1974.

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**MOREHOUSE PARISH SCHOOL BOARD  
POLICY STATEMENT ON SECTION 504**

**OF**

**THE REHABILITATION ACT OF 1973**

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**NOTICE TO STUDENTS, PARENTS AND EMPLOYEES**

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EMPLOYEE RELATIONS  
 BOARD POSITION ON EMPLOYEE RELATIONS  
 THE FOLLOWING STATEMENT OUTLINES THE RELATIONSHIP OF THE SCHOOL  
 BOARD TO THE CITIZENS OF MOREHOUSE PARISH, WITH CITATIONS TO  
 PERTINENT SECTIONS OF ITS POLICIES AND PROCEDURES MANUAL.

AUTHORITY OF BOARD MEMBERS

The Morehouse Parish School Board is a legislative, policy-making board whose general policies are administered and carried out by the superintendent, his staff, and other employees of the school system. (A-4, Board Powers and Duties)

Each of the members of the Board is elected by the citizens of Morehouse Parish for a four-year term of office.

(A-5.2, Board Member Term of Office) Board members do not act individually for the Board, and the Board itself can act only through the vote of a majority of the members. (A-3, Board Authority)

POSITION ON RECEIVING REQUESTS

The Board recognizes that it has the responsibility and obligation to each citizen of this parish, including its employees and students, to work with such citizens toward the constant improvement of public education for all children concerned.

In this connection any citizen, group of citizens, or organization may request the Board to consider matters affecting the school system by following Policy B-14.10, in order to appear before the Board in session. (B-15., Board Policy Development.) (B-14.10 Public Participation in Board Meetings)

When either of the above is done, the Board may recognize an organization or its selected representatives as representing a particular group of citizens, including both employees and students. However, it cannot recognize such organizations as the exclusive representative of any group of citizens for the following reason: Any citizen has the right to request the Board to consider a subject in which he is interested, regardless of his membership in any organization. (B-15., cited above)

POSITION OF EMPLOYEE MEMBERSHIP

The Board recognizes the right of citizens, including employees (within the limits of the tenure law), to join any organization that they may choose, and it realizes that a citizen may request such organization to represent him before the Board. The Board encourages its personnel to become members of organizations which may further and improve their individual abilities and the public education system of this parish. (F-12, Employee Organizations; F-4, Complaints and Grievances.)

### PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Board recognizes its responsibility to provide encouragement and assistance for the professional growth and development of teachers and other employees.

To this end, the Board approves and supports the following:

1. The scheduling of regular faculty and in-service meetings to promote the involvement of all teachers in studying problems of mutual concern relating to the curriculum, personnel, or school policies.
2. The annual involvement of each school faculty in a study project directed toward improvement of the school (as is required of all schools which are accredited by, or affiliated with, the Southern Association of Colleges and Schools).
3. Grade-level, subject-matter, and departmental faculty meetings scheduled for purposes of curriculum and/or in-service development.
4. The participation of school administrators, teachers, and other employees in workshops and college courses for continued professional development.  
Federal and State mandated programs of staff development will be according to the comprehensive system of personnel development established by the State and Federal governing authorities.
5. Visitation of teachers within the school and visitation at other schools when possible.
6. The provision in each school of professional reading materials.
7. An atmosphere which will permit teachers to experiment, to do action research, and to be creative in teaching.
8. Open lines of communication between teachers, school administrators, other employees, and the central staff.
9. Supervisory and Evaluation procedures directed toward professional growth. (See statements coded F-9.17 and F-9.18)

## COMPLAINTS AND GRIEVANCES

Any employee or group of employees, of the Board shall have the right to appeal the application of policies and administrative decisions affecting him/her. The employee, or group of employees, shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her or their appeal with respect to a grievance.

All grievances shall be handled expeditiously and shall be handled according to the procedures adopted by the Board.

### Suggested Grievance Procedure

1. First level: Any complainant who has a grievance shall discuss it first with his/her principal/other supervisor.
2. Second level: If as a result of the informal discussion, the matter is not resolved, the grievant shall initiate a grievance in writing to his/her principal/other immediate supervisor with five school days, giving the full details of his/her grievance. The principal/other immediate supervisor shall communicate his/her decision to the grievant in writing within three school days of the receipt of the written grievance.
3. Third level: If the grievance remains unresolved, the grievant no later than five school days after receipt of the above decision may appeal it to the superintendent or his designee. The appeal must be made in writing and must give details as to why the decision was unsatisfactory. Upon receipt of the written request, the Superintendent or his designee shall conduct a full hearing on the grievance, maintain a transcript of the proceedings, and make a written recommendation for disposition of the grievance and provide a copy of the transcript to the School Board at a meeting of the Board. The Board shall then dispose of the grievance.

### Representation

An employee shall have the right to present his/her own grievance or may designate a representative to appear with him/her at any level of the above procedure.

The employee who chooses to have representation shall provide advance notice of such in writing to the superior at the respective procedural level at least two days prior to the hearing on the grievance.

### Reduction in Force Grievances

Any grievance regarding a reduction in force under the reduction in force policy of the Board shall be conducted under Section 8 of the Reduction in Force Policy.

## DUE PROCESS POLICY FOR PARENT AND STUDENT COMPLAINTS

Due process procedures are established so that decisions may be reviewed in an orderly manner. Arbitrary or unfair decisions do not serve any segment of the population be it educators or students. The acid test of decisions is whether or not the school official has applied the policy of the school board. The Morehouse Parish School Board defends and upholds the rights of parents and students to request a review of decisions which violate adopted policy. The board further recognizes that the right to appeal a decision is accompanied by the responsibility to know applicable policy and to attempt to solve the problem at the administrative level nearest the problem. With these conditions in mind, the Morehouse Parish School Board adopts the following Complaint Procedure for complaints by parents and students.

1. The parent or student will attempt to reach a verbal understanding with the principal of the school.
2. If the complaint cannot be resolved, the parent or student may request a complaint form giving the complaint and the reason or reasons for his belief that the decision is unfair.
3. The form will be dated and signed and given to the school principal.
4. The principal will answer the complaint on the same form and forward the form to the complainant within five (5) school days.
5. The complainant will have five school days to review the answer by the principal. If the complainant is not satisfied with the solution, he may within that five (5) school day period appeal to the superintendent using the same form.
6. Upon receipt of an appeal from the complainant, the superintendent will review the complaint, obtain all information he believes to be relevant and respond to the complainant within five (5) school days using the same form.
7. The decision of the superintendent on the complaint shall be final unless the complainant sets forth in an appeal to the school board a specific policy of the Morehouse Parish School Board which was not followed or a specific state or federal law which was violated.
8. If the complainant sets forth a specific policy which was not followed and/or specific state or federal law which was violated, within five school days of receipt of the superintendent's decision, the complainant may request that the superintendent's decision be reviewed by the school board at the next regular school board meeting by completing the complaint form and submitting it to the superintendent's administrative secretary.

This due process policy must be accomplished through the use of the Complaint and Grievance Form attached as F-4.1 (Exhibit) (See Attached).

**This policy and the exhibit attached is not applicable to the appeal of student suspensions. Policy H-3.1a (Exhibit), is the only form which may be utilized to appeal a student's suspension from a school activity, riding a school bus and/or from school.**

DUE PROCESS POLICY FOR PARENT AND STUDENT  
COMPLAINT AND GRIEVANCE FORM

1. FOR USE BY PARENT OR STUDENT

Name \_\_\_\_\_ Date \_\_\_\_\_ Phone (home) \_\_\_\_\_

Phone (work) \_\_\_\_\_

Address \_\_\_\_\_

Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

2. FOR PRINCIPALS RESPONSE (To be completed in 5 school days)

Receipt Date \_\_\_\_\_ Decision date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_ School \_\_\_\_\_

Answer to Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

3. PARENT OR STUDENT APPEAL TO SUPERINTENDENT (Must be within 5 school days after receipt of response from principal)

Receipt Date \_\_\_\_\_

I believe the principal's decision is incorrect because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form CANNOT be utilized to appeal a student's suspension from a school activity, riding a school bus and/or from school. Form H-3.1a must be used for that purpose.**

4. FOR SUPERINTENDENT (Response must be within 5 school days from receipt)  
Receipt Date \_\_\_\_\_ Decision Date \_\_\_\_\_

Answer to Complaint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

5. PARENT OR STUDENT APPEAL TO BOARD (Must be within 5 school days of receipt of Superintendent's reply and must state specific policy of Morehouse Parish School Board which was not followed or specific state or federal law which was violated and must be delivered to Superintendent's Administrative Secretary)

Receipt Date \_\_\_\_\_

I believe the decision of the Superintendent is not correct because the following specific policy of the Morehouse Parish School Board was not followed or because the following specific state or federal law was violated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

6. BOARD DECISION

Receipt Date by Superintendent's Administrative Secretary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\* The decision of the Superintendent on the complaint shall be final unless the complainant sets forth in an appeal to the school board specific policy of the Morehouse Parish School Board which was not followed or a specific state or federal law which was violated.

### PARENTAL NOTIFICATION

Each school shall notify the parent or legal guardian of each student attending that school, in writing, of the proper process and procedures to be followed in order to make a complaint or request information from the school or the school's governing authority.

The information provided to the parent shall include, but need not be limited to, the name, address, telephone number and email address of the appropriate person to contact at each step of the prescribed process or procedure. The notice shall be updated, at least on an annual basis. The school shall incorporate this policy into the student handbook.

The school shall provide the parent or legal guardian of each student a copy of the due process policy for parent and student complaints, policy F-4.1, and the due process policy for student suspensions, policy H-3.1a, and such other information as each individual school deems necessary and appropriate.

### EMPLOYEE REPORTING OF DISCIPLINE VIOLATIONS

On a form provided by the Morehouse Parish School Board through the State Board of Elementary and Secondary Education, any teacher or other school employee may report a violation by a student of school board or school rules or policies. There shall be two forms utilized. One form shall be used to report only school transportation related incidents and one form shall be used to report all other incidents. Such forms shall be made available to teachers and other school employees through the office of the principal of each school.

An employee who desires to report a disciplinary infraction shall complete the appropriate form and shall provide it to the principal of the school. The principal shall review the report, make such investigation as he deems necessary and proper, date and sign it, describe the action he has taken, and act upon it as provided by R.S. 17:416 or the principal shall explain the reasons for failing to act to the Superintendent of Schools or his designee, the Supervisor of Child Welfare and Attendance, and also to the teacher or other school employee reporting the alleged violation.

### CONFLICT OF INTEREST

School personnel should not engage in any outside activity either personal, business, political, or social, that will interfere with their school duties.

Personnel who are seeking election to a public office will not engage in political activities during the normal working hours on school days.

F-6

#### COMMUNITY RELATIONS

The very existence of the school system is dependent upon public understanding and support, therefore it is imperative that each employee be a good-will ambassador and liaison between the public and the schools. He/she should also accept constructive criticism and deal with destructive criticism through the presentation of facts about the school system.

F-6.1

#### POLITICAL ACTIVITIES

See statement coded F-5, Conflict of Interest.

F-6.2

#### PUBLIC APPEARANCES

If the public schools of Morehouse Parish are to do well the things they are expected to do, the public must be sufficiently aware of what is taking place in the schools. They must also be made aware of the needs of the schools in order to provide adequate funds and to maintain a favorable climate of opinion for their support. The Morehouse Parish School Board encourages all personnel to take advantage of making public appearances that will enhance the image of the school system.

F-7

#### SOLICITATION OF/BY STAFF MEMBERS

Solicitations of or by staff members for contributions of any kind are prohibited unless otherwise authorized in writing by the Superintendent.

## SOLICITATIONS

The Superintendent of Education is instructed to exercise extreme caution when granting permission for the use of school employees, facilities, or equipment since such practices given the appearance of an endorsement of one product or private business over others.

## PERSONNEL RECORDS

It shall be the responsibility of the individual employee to obtain, fill out, and return as directed the personnel forms and data listed below. The individual shall be responsible for keeping such data up-to-date.

1. Form W-4

This is the employee withholding tax exemption form (income tax). The payroll department must have form for every employee. Newly employed teachers should see the personnel department in the Board Office. Previously employed teachers must notify the payroll department if there are any changes in exemption; otherwise, a new form need not be filled out each year.

2. Retirement

Newly employed teachers who are eligible to become members of the Louisiana Teachers' Retirement System must fill out a Form 1-A Enrollment Blank. Teachers transferring into the parish and who are members of the retirement system must fill out Form 20, Transfer Form (see the payroll department in the Board Office).

3. Teacher Certificates

All teaching personnel must have a copy of their teaching certificate recorded in the School Board Office and a copy in the principal's office.

4. College Transcript

All newly employed teachers and all those earning advanced degrees afterwards must file a transcript of their college credits with the curriculum department.

5. NTE Scores may be required upon request

6. Military Record

All newly employed teachers with military service must file a record of their military service with the payroll department

7. Health Certificates

Lunchroom personnel and bus drivers are required to present a health certificate (medical examination) to their immediate supervisor as required by state and federal rules, regulations and laws.

8. Insurance Forms

An employee wishing to avail himself of insurance available through the Board should see the secretary in the business department of the School Board Office for the necessary application forms.

9. Confidentiality

Notwithstanding any other provisions contained in this policy manual or any other law to the contrary, the following personnel records shall remain confidential subject to disclosure only by lawful court order, subpoena or access allowed under the Louisiana Code of Civil Procedure or the Louisiana Code of Evidence:

- a) All medical records, claim forms, insurance applications, requests for payment of benefits, and all other health records of employees and their dependents.
- b) Social Security Number of employees
- c) Personnel file.
- d) Home telephone number and address if a written request is made by the employee to keep same confidential.

## PROFESSIONAL PERSONNEL

Policies pertaining to all professional personnel not included in Section C, General School Administration, will be found in the subcategories of this code.

## COMPENSATION GUIDELINES

- I. 2012-2013 School Year
  - A. For the 2012-2013 school year all Professional Personnel shall be compensated according to the minimum state salary schedule, plus the sales tax supplement as determined from time to time. Increments for advanced training and increases for experience shall be granted in accordance with state law and regulations.
  - B. All extra compensation will be figured on the Louisiana State Minimum Salary Schedule plus the local contribution for that particular job classification.
- II. 2013-2014 School Year
  - A.(1) The Morehouse Parish School Board, in conformity with the laws of the State of Louisiana, shall determine the salaries to be paid to teachers and all other school employees. The salaries as provided therein shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.
    - (2) Such salary schedules shall be established and published not later than January 1, 2013, and shall become effective for all employees not later than the beginning of the 2013-2014 school year.
  - B.(1) Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria with no one criterion accounting for more than fifty percent of the formula used to compute such employees' salaries:
    - (a) Effectiveness, as determined by the performance evaluation program as provided in R.S. 17:3881 through 3905.
    - (b) Demand inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
    - (c) Experience.

- (2) No teacher or administrator who is rated "ineffective" pursuant to the performance evaluation program as provided in R.S. 17:3881 through 3905 shall receive a higher salary in the year following the evaluation than he received in the year of the evaluation.
- C.(1) The amount of the annual salary paid to a teacher or other school employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to such school personnel be reduced at any time during an academic year.
- (2) Each vocational agricultural teacher employed by the school board shall teach a twelve-month program for a twelve-month budget period and shall be paid a proportional salary for a twelve-month budget period according to the salary schedule established by this school board.
- (3) The limitations on the reduction in the amount of the annual salary paid to teachers and other school employees shall not be applicable to:
  - (a) The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding.
  - (b) The reduction of any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval when such voter approval has not been obtained.
  - (c) A teacher or other school employee who has been promoted to a position of higher salary is demoted in accordance with applicable law and local board policy to a lower position. In such case, the teacher or other school employee shall return to the salary previously received in the lower position from which he was promoted.
- D. The provisions of this Section shall not apply to any employee who is in the classified service of the state.

III. Miscellaneous

- A. Teachers earning additional degrees at mid-term who are entitled to compensation as a result are to be paid for the additional degree starting at that time.
- B. It shall be the responsibility of the employee to file with the personnel department transcripts of college credits and evidence of degree attainment for purposes of advancement on the salary schedule.

IV. Substitute Teachers

Substitute teacher shall be paid at the following daily rates:

<b>High School or Equivalent (i.e. GED) and Associate:</b>	<b>\$60.00 per day</b>
College Degree:	\$65.00 per day
Certified Teacher:	\$75.00 per day

Approved Long Term (starting with 21 <sup>st</sup> day):	
College Degree:	\$100.00 per day
<b>High School or Equivalent (i.e. GED) and Associate:</b>	\$ 75.00 per day
Certified in Education:	\$125.00 per day

V. Long-term Substitute Teaching

ONLY those persons recommended to work as a long term substitute by the principal of the school and approved by the personnel supervisor will be allowed to be paid long term.

A Long-term is considered to be a period of four (4) weeks or more. All recommendations for long-term substitute teaching must be made by the principal prior to the start of the regular teacher's medical or sabbatical leave, whenever possible.

VI. Procedure for Hiring Long-term Substitute Teachers

1. A recommendation form must be completed by the school principal verifying that all conditions as stated on the form will be met by the person being recommended and submitted to the Personnel Supervisor for approval.

This should be done PRIOR TO the regular teacher's absence, whenever possible.

2. Once approved, a contract will be initiated by the Personnel Supervisor indicating the amount to be paid. The contract will be forwarded to the school to be signed by the substitute and witnessed by the principal. Once returned and signed by the superintendent, a copy will be sent to the substitute and principal.

3. Time sheets are not to be used for long-term substitutes. Rather, the time must be reported on the absentee form of the regular teacher.

VII. Other Substitutes

Support personnel substitutes will be paid a daily sum for days actually worked, which shall be not less than minimum wage for the actual hours worked per day.

COE workers will be paid on an hourly basis at the rate of the minimum wage allowed per hour.

Substitute bus drivers will be paid 65% of the daily base pay reimbursement from the state. This figure will be derived by dividing the State Base Pay for school bus drivers by 180 days.

VIII. Stipends for Coaching and Other Extra-Duty Positions

The Board will approve a schedule establishing the extra compensation that shall be granted faculty members who are assigned as coaches and to other extra pay positions as authorized by the Board. Each coach, sponsor, or any other employee who is assigned and receives an 'extra-pay position' shall execute a separate contract therefor. Each coach shall be required to sign a separate Coaching Contract each school year.

IX. Guidance Counselors

Will be compensated according to the salary schedule for all professional personnel plus a tenth month of this salary for the additional month that they are employed plus an increment as established by the board.

F-9.11

CONTRACTS

Teachers who shall be employed by the Morehouse Parish School Board shall be required to sign a contract each scholastic year.

Contracts are to be signed by the Superintendent. A teacher who breaks his/her contract is entitled to no sales tax benefits at the local level. No teacher will be released from their contract after July 15<sup>th</sup> each year unless there are extenuating circumstances sufficient to allow the Superintendent or Board to release this person from their contractual obligations.

F-9.12

RECRUITING/HIRING

Effective July 1, 2012

In carrying out its employment policies the Morehouse Parish School Board subscribes to and directs the Superintendent to subscribe to the Code of Ethics of the Louisiana School Boards Association. (See statement at B-19, Vol. V, and See F-2, "Equal Opportunity Employment" as it relates to hiring practices.)

The Superintendent shall base his employment and assignment policies on the principal that quality education can best be provided by staffing all positions in the system with the very best personnel available, regardless of race, creed, sex, or national origin.

EMPLOYMENT POLICIES AT THE  
ADMINISTRATION/SUPERVISORY LEVEL

Effective July 1, 2012

- I. When vacancies occur in existing positions or when new positions are created, the Superintendent or his designee shall advertise as is deemed necessary in order that interviews may be conducted.
- II. Information shall be provided by the applicant according to the requirements of the Qualifications section of the job description, together with other pertinent information requested by the Superintendent.
- III. Following the interview sessions the Superintendent shall announce to the Board at its meeting his selection among the candidates for the position.



## EMPLOYMENT POLICIES FOR BUSINESS MANAGER/CHIEF FINANCIAL OFFICER

- I. When a vacancy occurs in the position of Business Manager/Chief Financial Officer, the Superintendent or his designee shall advertise as is deemed necessary in order that interviews may be conducted.
- II. Information shall be provided by the applicant according to the requirements of the qualification section of the job description for the position and the qualification requirements of Louisiana law, together with any other pertinent information requested by the Superintendent.
- III. The Superintendent shall conduct an interview of those applicants who provide the information requested and meet the qualification for the position.
- IV. The Superintendent shall select Business Manager/Chief Financial Officer under the guidelines herein set forth and advise the Board as to the name of the candidate selected.

## EMPLOYMENT POLICIES FOR PROFESSIONAL PERSONNEL BELOW THE ADMINISTRATIVE/SUPERVISORY LEVEL (NON-EXEMPT PERSONNEL) Effective July 1, 2012

- I. The appropriate supervisors, as designated by the Superintendent, are responsible for the recruitment of professional personnel below the administrative/supervisory level. When vacancies occur in existing positions or when new positions are created, they shall consult the files to determine whether applicants are available from the present staff, who have so indicated on the form provided all employees annually. If none are available, they will then consult the file of applicants. Should no applicants be on file, they will then follow appropriate recruitment procedures.
- II. The Superintendent will be provided the names and records of the possible candidates for positions
- III. Final review of persons submitted for consideration for hire is the authority of the Superintendent, who will consult the school principal or others as he deems necessary before presenting his decision to the Board. (See F-9,13, "Assignment")
- IV. Assignment in all cases will be based primarily on the needs of the system and the qualifications of the applicant. Secondary consideration will be given to the expressed desires of the applicant.
- V. The procedure for selecting personnel in specially funded programs will conform to the above requirement of the act which establishes and governs that program.

POLICIES FOR ADDING NEW POSITIONS AND FOR REVISIONS AND/OR ADAPTATIONS TO EXISTING JOB TITLES AND/OR DESCRIPTIONS

- I. It is the prerogative of the Superintendent to receive or originate recommendations for adding new positions and for making revisions and/or adaptations to existing job titles and/or descriptions, or for making adjustments to the system's personnel that will contribute to a more efficient operation. Recommendations will be made to the Board at a regular or special session. Information to be provided will consist of, but not be limited to, qualifications, job responsibilities, and recommended salary.
- II. It is the duty of the Board to receive from the superintendent those recommendations that he deems appropriate for consideration.
- III. The Board may act on recommendations at the same meeting at which each is made, or it may direct the matter to an appropriate committee for review and recommendation before taking final action.
- VI. Following affirmative action by the Board on recommendations as cited above, the superintendent or his designee shall then take steps to make those assignments or reassignments that are necessary to comply with the action of the Board.

NOTE: Revisions and/or adaptations affecting personnel presently under contract to the Board shall be in conformity with statutes governing such changes.

F-9.12a

EMPLOYMENT POLICIES FOR NON-EXEMPT PERSONNEL

Effective July 1, 2012

- A. Probationary Employment
  - (1) Permanent Positions - When the Superintendent has selected a person to fill a permanent vacancy that is classified as Non-Exempt by FLSA, the person selected shall report to the appropriate supervisor of Department for orientation in relationship to salary and fringe benefits and initiation of records for the Payroll & Personnel Departments. The Supervisor/Manager will inform all maintenance, bus shop, custodial and technology assistant employees that the first six (6) months of employment shall be probationary. If at any time during this probationary period there is a question in the mind of the appropriate supervisor concerning the performance of the new worker, a written evaluation must be made with the employee outlining the deficiencies and discussed with the employee. Once this occurs a follow-up performance review for the purpose of evaluating the progress made toward correction is to be conducted monthly by the supervisor, documented and discussed with the employee. If there is insufficient improvement the worker may be terminated at the end of the six - month probation period or if

improvement is marginal, the probationary period may be extended by two (2) months with continued monthly evaluations. One copy of each performance review shall be given to the employee concerned, one to the Department Head, and the Supervisor shall retain one. A probationary employee may be dismissed prior to the end of the probationary period by concurrence of the Superintendent.

B. Compensation Guidelines

- (1) Permanent Personnel - All permanent personnel shall be compensated according to the appropriate salary schedule approved by the Board, plus the sales tax supplement(s) as determined from time to time. Additional supplements as appropriate may be paid to licensed employees.
- (2) Hourly Personnel- Hourly employees will be paid once monthly based upon time sheets submitted by the Supervisor to the Payroll Department.
- (3) Work Schedule - Regular hours of work shall be established by the Superintendent. Work required in excess of 40 hours per week will be considered as overtime.
- (4) Overtime and Holiday Work - Overtime shall be defined as any work required in excess 40 hours per week, and shall be paid at one and half times the employee's hourly rate as determined by the payroll department. Holiday Work shall be defined as any work required on New Year, Easter, 4th of July, Thanksgiving or Christmas and shall be paid at double time the employee's hourly rate as determined by the payroll department. If an employee works additional hours in conjunction with his/her normal shift, the additional hours will be paid at the appropriate rate for actual additional hours worked, however, in the event that an employee is called back to work outside of his/her normal work schedule that is not in conjunction with his normal work schedule, a minimum of two hours overtime or holiday pay as appropriate will be paid. In the case of callback, work in excess of two hours will be paid at the appropriate overtime or holiday rate for the actual number of hours worked.

C. Criteria for Demotion and Dismissals Tenure laws do not cover non-exempt employees with the exception of full-time school bus operators who may be granted tenure pursuant to the provisions of La. R.S. 17:491, et seq. Accordingly this section C. shall not be applicable to full-time school bus drivers. It shall apply to substitute bus drivers. New employees will be on probation for six months. This probationary period will give the employer an opportunity to determine whether or not the employee is capable of performing his/her duties satisfactorily and of working harmoniously with his/her coworkers. A probationary employee shall be dismissed as set forth in Section A. above. No non-exempt employee other than school bus operators shall be granted or be considered to have tenure 'de facto' or otherwise, nor shall they have an expectation or implied promise of continued employment. A nonexempt employee who is no longer a probationary employee, with the exception of school bus operators may be discharged or demoted by the Superintendent upon recommendation of the Supervisor or Department Head for any reason including, but not limited to, the following:

1. Willful neglect of duty
2. Incompetence

3. Insubordination
4. Physically inability to perform his/her duties with reasonable accommodation
5. Misuse and/or theft of miscellaneous materials, supplies or equipment
6. Inability, unwillingness or failure to cooperate with co-workers and/or does not exhibit a personality which is conducive to a harmonious and efficient program
7. Failure to comply with policies of the Parish School Board Office
8. Misrepresentation of reasons for absence
9. Dishonesty
10. Inability or failure to satisfactorily complete work or assigned duties

**D. Compensation for School Support Employees Serving as Substitute Teachers. As used in this subsection D. the term "school support employee" shall mean an employee of the school board whose regular employment with the school board does not require a teaching certificate. Any school support employee shall be compensated at a rate not less than of a substitute teacher with like educational experience for all work performed by the school support employee as a substitute teacher; however, this provision shall not apply to any day on which the school support employee performs work as a substitute teacher for less than a single class. Each school principal shall maintain in the school office forms provided by the business office for the school support employee to report at a minimum the date, time and classes for which he or she performed work as a substitute teacher. It shall be the duty of the principal or his designee and the school support employee to complete the form at the conclusion of each school day and the school principal or his designee shall have the duty to provide that completed form signed by both the school principal and the school support employee to the payroll accountant in the business office.**

## Non Exempt Employee Probationary Employment Report

Rate this individual on his performance during the probationary months of employment. Consider this form as applying to both men and women employees. Learn the meaning of the points on the rating scale. Read the definition of each rating quality and mark (x) at the point on the scale which best describes the employee. Check whether the employee should not be retained. Sign, date and forward completed form to persons indicated.

Employee's Name \_\_\_\_\_ Job Title \_\_\_\_\_  
 School \_\_\_\_\_ Employment Date \_\_\_\_\_  
 Date Report Issued \_\_\_\_\_ Probation Period Expires \_\_\_\_\_  
 Employer Signature \_\_\_\_\_ Employee Signature \_\_\_\_\_

I have observed the work of this individual and to the best of my knowledge he/she:  
 Check One: Should not \_\_\_\_\_ Should \_\_\_\_\_ be retained as a regular employee.

### RATING SCALE

Code: 1--outstanding; 2--exceeds requirements; 3--meets requirements; 4--needs improvement; 5--unsatisfactory

	1	2	3	4	5
Ability to learn					
Acceptance and adherence to Board policies					
Accuracy					
Care of work space and equipment					
Cooperation with fellow workers					
Cooperation with supervisor					
Disposition					
Enthusiasm for job					
Punctuality					
Quality of output					
Reliability					
Skill in use of equipment					
Speed					
Use of working time					

Remarks: Four unsatisfactory on this performance report constitutes reason for dismissal.

PROBATIONARY EMPLOYMENT REPORT  
Meaning of Points on Rating Scale

Outstanding - Unusual, exceptional, consistently excellent, ranking at the top, with the best.

Exceeds requirements - Surpasses, goes beyond, is superior to the "just acceptable" performance.

Meets requirements - Acceptable, adequate, comes up to the standard, satisfactory, meets requirements of job.

Needs improvement - Below the standard required or expected, not entirely acceptable but may be able to overcome the weakness.

Unsatisfactory - So lacking in qualifications or willingness that you feel he/she has not met or may never meet job requirements

Definitions of Rating Qualities

Ability to learn - How quickly does the employee grasp ideas, learn, and retain information? Is it necessary to keep coaching?

Acceptance and adherence to Board policies - In what manner does he respond to rules, practices, policies, and objectives? Is he antagonistic, usually cooperative or a booster?

Accuracy - Does his work show a tendency to do things right? Are there frequent mistakes? Is the quality of work free from avoidable errors?

Care of equipment and work area - To what extent does the employee respect and care for property and equipment? To what extent does the employee keep his work surroundings clean, neat and in good order?

Cooperation with fellow workers - Is he well liked by employees? Is he avoided, accepted, consistently well liked, or extremely popular?

Cooperation with supervisor - Does the employee follow your instructions? Does he/she accept and act on constructive criticism?

Disposition - What is the person's temperament--touchy, moody, generally friendly, or always in a good humor?

Enthusiasm for job - Is he eager to accomplish his/her work? Does he like what he is doing, or is he indifferent about it?

Punctuality - How often does the employee come in late or stop before quitting time? Is he always on time, occasionally late, or often late?

Quality of output - Is his work consistently excellent, good, just passing, or slipshod and sloppy?

Reliability - Is he trustworthy to the degree that you can depend on him in most situations to contrast to those who are not dependable when supervision is absent?

Skill in use of equipment - Does he know the correct way to operate the equipment required by the position? Does he use the equipment properly and safely?

Speed - How rapidly does the person work and how consistently does he maintain this speed.

Use of working time - How much effort is put forth during the working hours? Does he do things by himself? How much loafing is done?

TIMEKEEPING  
POLICY FOR NONEXEMPT EMPLOYEES

- I. Beginning with the 2006-2007 school year, all nonexempt employees will be required to have work time kept and recorded as follows:
  - A. Employees at school such as secretaries, clerical employees, paraprofessionals, custodians shall use a time clock in the main office.
  - B. Cafeteria workers shall use a time clock in the cafeteria or a like timekeeping system. In the event a cafeteria worker works after normal school hours for extra events and a time clock or like timekeeping system cannot be utilized, the worker shall use a sign-in sheet to indicate the time the worker began work and ended work and it shall be signed by the employee.
  - C. Central office employees, resource center employees and employees at other sites operated by the Morehouse Parish School Board shall utilize a time clock except bus drivers.
  - D. Bus drivers shall be required to log on a time sheet each morning and each afternoon the beginning and ending time of their routes. Time spent in pre-trip inspections, post-trip inspections, cleaning up the bus, picking up students for other drivers who may have delays, delays experienced for mechanical problems or accidents and filling out paperwork associated with the route shall be considered hours of work for the purpose of reporting their time.
  - E. No employee may work overtime or compensatory time hours without prior written approval by his or her direct supervisor, on the form attached to this policy.
  - F. All nonexempt employees are given a scheduled lunch break day of a least thirty (30) minutes. Each nonexempt employee must clock out at the beginning of the lunch break and must clock in at the end of the lunch break, no matter at which site an employee may be working.
- II. Accruing of overtime - comp time
  - A. Nonexempt employees who work at the schools, other than cafeteria workers, shall be given a choice of either overtime pay or compensatory time.
  - B. Nonexempt central office, resource center, other school site employees and other nonexempt employees not enumerated below (except maintenance employees and school bus operators) shall be given a choice of overtime or comp time.
  - C. Cafeteria workers shall be paid overtime wages.
  - D. Maintenance employees shall be paid overtime wages.

- E. School bus operators shall be paid overtime wages, as set forth in Section III.
- F. Nonexempt transportation department employees shall be paid overtime wages.

### III. Overtime wage calculations for school bus operators

- A. For the purpose of determining the overtime rate for school bus operators and attendants, their hourly rates shall be calculated as follows: (Annual salary including tax supplements divided by the number of scheduled days per school year divided by 4 hours/day = hourly rate.) This hourly rate is to be used only to determine their overtime rate and in no way is to affect the pay they receive for regular routes. Pay for their regular routes will continue to be paid from the salary schedule approved by the Board.
- B. When driving for extra bus trips or additional routes, school bus operators shall be paid at their regular hourly rate determined above for hours between the amount recorded for that week on their regular bus route and 40 hours. Drivers can legally only drive 10 hours during any 24-hour period, however, except on overnight trips, **time for pay purposes for trips which begin before 4:00 pm and last past 4:00 pm shall start at 4:00 pm on the day of departure** and continue until the bus is returned to the storage area and cleaned up from the trip.

In the case of the extra bus trips that are overnight the time paid will be determined as follows:

Paid time for overnight trips will be calculated by subtracting the time the school bus operator spent driving on his/her regular route each day from the number of hours between the time of departure on the trip and 10:00 P.M. The resultant hours will be considered hours of work for pay purposes; however, the overtime rate will not be paid until the weekly limit of 40 hours is exceeded. If an extra bus trip results in the regular route later in the week requiring overtime pay because the 40 hours will be exceeded, the overtime rate will be charged to the extra bus trip sponsor as part of its reimbursable cost. Additionally, on overnight trips, school bus operators shall receive reimbursement from the sponsoring organization for meals equivalent to the state approved rate for meals and the sponsor shall be required to furnish a private motel room for the school bus operators.

### IV Nonexempt employees serving as coaches and sponsors

- A. No employee of the Morehouse Parish School Board may serve as a coach or sponsor of any extracurricular activity unless that individual is employed as a teacher by the Morehouse Parish School Board. Notwithstanding the immediately preceding provision, any current nonexempt employee who is employed as a coach or sponsor of an extracurricular activity and who is not a teacher, may continue in that extra position so long as his or her service is not interrupted. This policy does not prohibit the employment of a coach under the Coaches' Educational Certification Program who has met all requirements of the Louisiana High School Athletic Association and is eligible under its

guidelines so long as that coach is not otherwise employed by the Morehouse Parish School Board.

V. Record Retention

- A. Records of time sheets and records of all compensatory time and overtime wages shall be forwarded and ultimately maintained by the payroll office.
- B. All records of time sheets and records regarding compensatory time and overtime compensation shall be retained for at least four years.

VI. All nonexempt employees shall sign and execute the compensatory time off policy and agreement currently set forth in the policy manual as F-9.12b exhibit. Such an agreement shall be signed each school year by each nonexempt employee.

NONEXEMPT EMPLOYEE  
COMPENSATORY TIME OFF POLICY AND AGREEMENT

The Morehouse Parish School Board adopts this policy and the agreement contained herein in compliance with the Fair Labor Standards Act. Each nonexempt employee who is eligible for compensatory time off shall be required to sign a copy of this policy and the original shall be placed in the employee's personnel file and a copy shall be given to the employee.

In accordance with the Fair Labor Standards Act, the Morehouse Parish School Board has a policy granting compensatory time off for statutory overtime hours in lieu of monetary overtime compensation in certain job categories if the employee chooses to be granted compensatory time off. The Morehouse Parish School Board shall provide compensatory time off in lieu of monetary overtime compensation, at a rate of one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked.

I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of forty (40) hours per week and I further understand that compensatory time may be limited, preserved or used consistent with the provisions of applicable law. No employee may accrue more than 40 hours of comp time.

An employee who has accrued compensatory time and requests use of that time will be permitted to use the time off within a reasonable period after making the request if it does not unduly disrupt the operations of the Morehouse Parish School Board.

The Morehouse Parish School Board may require an employee to take compensatory time off at any time an employee has accrued more than 40 hours of compensatory time.

Upon termination of employment, an employee will be paid for unused compensatory time figured at (1) the average regular rate received by such employee during the last three years of employment; or (2) the final regular rate received by the employee, whichever is higher.

I knowingly agree to the provisions of time off as compensation for overtime work as a condition of my employment with the Morehouse Parish School Board and consent to the use of compensatory time in accordance with this policy. I further understand that in the event that any portion of this policy is interpreted to conflict with the Fair Labor Standards Act or its regulations that the conflicting portion shall be struck and the remainder of this policy shall continue in full force and effect.

WITNESSES:

\_\_\_\_\_

\_\_\_\_\_

Employee

\_\_\_\_\_

Date: \_\_\_\_\_



## ASSIGNMENT

Effective June 4, 2013 The Superintendent shall assign personnel to schools and departments and may transfer personnel from one school or department to another. All assignments to extra-pay positions shall be made by the Superintendent.

The Board delegates the authority for hiring and placement of all school personnel, including those with state certification to the Superintendent of Schools. It shall be the responsibility of the Superintendent to insure that all persons have proper certification, as applicable, and are qualified for the position. However, all decisions regarding the hiring or placement of any teacher or other personnel at a school at which a principal is employed shall be delegated to the principal, subject to the approval of the Superintendent of Schools. The Superintendent and school principal shall make employment -related decisions based upon performance, effectiveness and qualifications as applicable to each specific position. Effectiveness, as determined by La. R.S. 17:3881 through 3905, shall be used as the primary criterion for making personnel decisions; however, in no case shall seniority or tenure be used as the primary criterion when making decisions regarding hiring, assignment or dismissal of teachers or other school employees.

No board member shall act in an individual capacity to use the authority of his/her office or position as a school board member in a manner intended to interfere with, compel or coerce any personnel decision made by the Superintendent or a school principal, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee. The Superintendent, as the instructional leader of the district and its chief executive officer, shall have primary responsibility for personnel actions in the district.

Contracts shall be valid only after they are formally approved by the Superintendent. A contract will not be offered until verification of degree and certification and work experience has been submitted to the personnel office.

The assignment of faculty and staff to schools will be made in such a manner that schools do not become identifiable as intended for students for a particular race, color or national origin. The Superintendent, the principals, and administrative staff shall insure that all assignment, transfer and other personnel decisions are based solely on objective, non-racial standards.

NOTE: No member of the immediate family of a principal, assistant principal, or administrative assistant of a school shall be employed at the same school as the principal, assistant principal or administrative assistant. The term "immediate family" as it relates to this paragraph means the principal's assistant principal's, administrative assistant's spouse, children, spouse of children, siblings, parents, and parents of the spouse.

## ACCOUNTABILITY

Education provided by the Morehouse Parish School Board must be a cooperative endeavor of all segments of the system. Standards for responsibility and accountability of performance must be established for all school personnel, both professional and non-professional. Job descriptions (responsibilities and duties) used to direct personnel and to provide a means of evaluation have been developed cooperatively by teachers, administrators, and board members. Each description reflects the circumstances in which the individuals concerned work. Descriptions will be reviewed annually to meet changes in methods, materials, technology, and personnel. Evaluations will be used as (1) diagnostic tools for improving the performance of teachers, administrators and other personnel, and (2) means of maintaining the best staff possible for the school system.

Each school that is required, pursuant to rules adopted by the state board, to develop and academic improvement plan shall consult with parents of children enrolled in the school in the development of the plan. The superintendent, school principal, or other school leader, or his designee, of such a school shall make a presentation on the plan during at least one public meeting held at the applicable school within sixty days of the beginning of the school year if the plan has been approved by the Department of Education or, if the school year begins without approval, within sixty days of approval. Notice of the meeting shall be provided to the parent or legal guardian of each student enrolled in the school at least one week prior to the date of the meeting. The superintendent or his designee shall report the presentation date to the state Department of Education no later than December first annually.

*Reference: La. R.S. 17.10.1*

F-9.13-1

## CONSULTATION REGARDING PLACEMENT

Effective July 1, 2012

The Superintendent shall delegate to the principal of each school the hiring or placement of any teacher or other personnel at the school at which the principal is employed. The decision of the principal shall be subject to the approval of the Superintendent.

The Superintendent shall consult with teachers at a school prior to the Superintendent making any decision for the hiring or placement of a principal at the school at which the teachers are employed. The Superintendent shall consider any recommendations made by the teachers, but said recommendations shall not be binding upon the Superintendent in making his decision.

All recommendations by the Superintendent for the hiring or placement of a principal at a school shall be in conformity with the laws of the State of Louisiana and in conformity with the decision of the United States District Court for the Western District of Louisiana applicable to the promotion of certain personnel.

## ORIENTATION

- A. A parish orientation program is held prior to the first week of the school year.
1. PARISH ORIENTATION PROGRAM
    - a. For all teachers hired in the system from January-August to include:
      - (1) A parish professional social activity to honor new teachers
      - (2) Introduction to Central Office Staff and their responsibilities
      - (3) An establishment of desirable human relationships
      - (4) An introduction to professional organizations, credit unions, etc.
    - b. Sectional meetings with Supervisors of Elementary and Secondary Education
      - (1) Evaluation
- B. Local school orientation programs will be provided in individual schools throughout the parish. These programs will include the following activities:
1. A tour of the school plant
  2. A discussion of the school policies and activities
  3. A discussion of school philosophy
  4. A discussion of the school day
  5. A discussion of duties and responsibilities
  6. A review of teacher evaluation and observation forms
  7. A talk on the importance of lesson plans
  8. A review of the handling of discipline
  9. A discussion on assigning homework
  10. A review on the importance of teacher-parent conferences
  11. A discussion on the availability of teaching aids, materials, and manuals
  12. An initial faculty meeting with all teachers to provide for:
    - a. Faculty and staff introductions
    - b. Opportunity for new teachers to feel a part of the faculty from the very beginning

## IN-SERVICE MEETINGS

The Morehouse Parish School Board shall provide for and conduct an annual two-day inservice teacher educational program for teachers during the minimum session of attendance.

- A. Teachers, principals, supervisory personnel, and other school administrators shall be involved in the planning of each inservice activity. It is recommended that students, parents, and community resources be utilized in planning certain types of inservice activities.
- B. Each inservice plan shall include:
  1. An assessment of the educational needs of certified personnel
  2. A statement of objectives for the program
  3. Detailed activities designed to meet objectives
  4. Evidence of supervisory and mid-management level staff participation
  5. Provision for direct input into the instructional programs
  6. Provision for evaluation
  7. Clear evidence of educational validity
- C. Each school employee who participates in any required in-service training program shall receive first aide orientation and training.

### PROBATION

See statement coded F-9.20, Professional Personnel, Tenure

### SUPERVISION

Central office administrators and supervisors, principals, and assistant principals shall be committed to the task of supervision to the end that instructional staff members may develop their teaching abilities to the optimum degree.

The purpose of supervision shall be to help the teacher analyze and improve teaching, to provide teachers with ready support and help on teaching problems, and to insure that sufficient help has been provided in overcoming any teaching problems in advance of official evaluations.

Professional ethics shall be followed by all administrators and supervisors as it pertains to the supervision of teachers, observations in classrooms, and the filing of supervisory reports.

### EVALUATION

The purposes of teacher evaluation shall be as follows:

1. To provide each teacher with an appraisal of his/her professional strengths and weaknesses
2. To aid each teacher in overcoming his weaknesses and capitalizing on his/her strengths
3. To provide a basis for self-evaluation
4. To bring about a closer working relationship between teachers, principals, and supervisors
5. To advance the instructional program through the improvement on the part of staff members of:
  - a. Instructional skills and classroom management
  - b. Personal characteristics
  - c. Professional attitudes and growth
  - d. Relationship with others
6. To provide a basis for administrative decisions regarding re-employment, offering both protection to teachers against arbitrary decisions and protection to pupils against ineffective teaching.

Evaluation procedures shall be developed by the superintendent and other members of the administrative staff in a cooperative endeavor with teaching personnel. Evaluation procedures shall implement the following Board requirements:

1. All evaluations will be in writing. An evaluative instrument applying to all teaches shall be used in official evaluations.
2. All professional personnel shall receive copies of the evaluative instrument.
3. Each teacher's principal or assistant principal shall be his/her official evaluator; however, central office supervisors may be asked to assist.
4. Observations on which an evaluation is based shall be made in accordance with the Parish Personnel Evaluation Plan.
5. The evaluation shall be reviewed and signed by the teacher with the evaluator and shall be treated as confidential material. Dates of conferences shall be part of the official record. Evaluations will be kept in a personnel file in the principal's office and may be reviewed by the teacher upon request.
6. A principal may request the services of a central office supervisor for a further evaluation of the teacher's performance whenever results of an evaluation indicate that reappointment of a teacher is in doubt.
7. Evaluations shall be completed in time for the Board to receive results at the time reappointments are made for the ensuing school year and in sufficient time for the staff member to be duly advised if his/her dismissal will be recommended.

F-9.18-1

### 2021-2021 EVALUATION

1. Notwithstanding any provision of law to the contrary, for the 2020-2021 school year, the board shall examine the results from student assessments and school-level test data but shall not use such assessments and data for purposes of evaluating teacher performance or making placement decisions for fourth and eighth grade students.
2. Notwithstanding any provision of law to the contrary, for the 2020-2021 school year, value-added data shall not be used to evaluate teacher performance or effectiveness.

F-9.19

## PROMOTION

Employees of the Morehouse Parish School System shall be notified of all permanent positions which are considered promotions. Persons who meet the professional qualifications of the Parish and State certification requirement, at the time of the position opening, will be allowed at least ten (10) days to file an application or a letter of intent with the superintendent in compliance with any directive issued by the superintendent.

All applicants will be granted an interview in accordance with prescribed procedures in place.

The statement coded F-9.12, Professional Personnel, Recruitment and Hiring, also covers promotion of personnel.

F-9.20

## TENURE

Tenure shall be granted to professional employees pursuant to the provisions of Louisiana law, LSA-R.S. 17:441 through 17:446.

Tenure cannot be transferred from one school system to another.

A teacher on tenure, if his salary and status as a teacher are not changed, may be transferred from one school to another within the system.

Substitute teachers, teachers employed in or through a federal program and those teaching without Louisiana State recognized certification cannot acquire tenure.

F-9.21

## TRANSFER

It is the policy of the Morehouse Parish School Board not to transfer professional personnel from one position to another during the school session. However, under special circumstances an employee may be transferred, at the discretion of the superintendent with notice to the Board, for any of the following reasons:

1. To move an employee into his field of certification
2. To meet enrollment changes
3. To provide for more effective fulfillment of the requirements of a job position

When a transfer is made during the session, a conference of the employee(s) concerned shall be held with the superintendent or his designee.

An employee who desires a transfer must request one in writing prior to the beginning of a new session. This may be done on the annual questionnaire that is sent to employees.

Transfers in all cases will be based primarily on the needs of the system and the qualifications of the applicant. Secondary consideration will be given to the expressed desires of the applicant.

The Morehouse Parish School board reserves the right to transfer an employee within his field of certification for any valid reason at any time that it may deem necessary. The transfer shall be made by the Superintendent with notice to the Board.

F-9.22

## DISCIPLINE, SEPARATION, AND DISMISSAL

### I. SEPARATION GENERALLY

#### A. Definitions:

- (1) "Teacher" means:
  - (a) Any employee of the Morehouse Parish School Board who holds a teacher's certificate and whose legal employment requires such teacher's certificate.
  - (b) Any school lunch supervisor employed by the Morehouse Parish School Board who holds a special parish school lunch supervisor's certificate issued by the state Department of Education and whose employment requires such certificate. No employee as defined in this subparagraph hired on or after July 1, 2012, shall be eligible to acquire tenure.
- (2) "Discipline" and "disciplinary action" shall include only suspension without pay, reduction in pay, or involuntary demotion or dismissal.
- (3) "Written notice" is considered given when the notice is hand delivered to the teacher or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier as defined in R.S. 13:3204(D).

B. Nontenured Personnel:

Dismissal of all nontenured teachers shall be in accordance with La. R.S. 17:441-445; dismissal of nontenured school bus operators shall be in accordance with La. R.S. 17:492; any other nonprofessional employee may be dismissed or discharged by the Superintendent with written notice to the School Board. Any such employee dismissed or discharged by the Superintendent shall be notified in writing of the action by the Superintendent. The employee shall have seven days to respond, and such response shall be placed in the employee's personnel file.

No nontenured employee of the School Board shall be granted or be considered to have tenure, 'de facto' or otherwise, nor shall any nontenured employee have any expectation or implied promise of continued employment, unless the employee is a teacher who is granted tenure pursuant to the provisions of La. R.S. 17:441-445 or a school bus operator who is granted tenure pursuant to the provisions of La. R.S. 17:491-494.

C. Tenured Teacher:

Dismissal of all tenured school teacher shall be in accordance with *La. R.S. 17:493*.

D. Tenured School Bus Operators:

Dismissal of all tenured school bus operators shall be in accordance with *La. R.S. 17:493*. The practices and procedures to govern the conduct of a hearing regarding the dismissal of a tenured school bus operator shall be the same as set forth in section F.9.22-B.-D. in regard to tenured teachers.

E. Tenure:

(1) A tenured teacher who receives a final performance rating of "ineffective" pursuant to the performance evaluation program as provided in R.S. 17:3881 through 3905 shall lose his tenure and all rights related thereto immediately upon exhaustion of the grievance procedure established pursuant to R.S. 17:3883(A)(5), unless the "ineffective" performance rating is reversed, and such rating shall constitute sufficient grounds for disciplinary action pursuant to R.S. 17:443(A). If teacher is found "highly effective" based on the evidence of the growth portion of the evaluation but is found "ineffective" according to the observation portion, within thirty days after such finding, the teacher shall be entitled to a second observation by members of a team of three designees, chosen by the Superintendent, which shall not include the principal.

(2) Such teacher shall reacquire tenure if the teacher receives a performance rating of "highly effective" for five years within a six-year subsequent to receiving an "ineffective" rating as provided by law.

F. Discipline of Teachers:

A. The Superintendent may take disciplinary action against 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 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 final decision. Within sixty days of such notice, the teacher may seek summary review in a district court pursuant to Code of Civil Procedure Article 2592. The district court's review shall be limited to determining whether the action taken by the Superintendent was arbitrary or capricious

B.(1) A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his 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. The teacher shall have ten calendar days from written notice of the charges to respond in person or in writing. Following review of the teacher's response, the Superintendent may take interim disciplinary action, which may include placing the teacher on administrative leave. The teacher shall not be placed on administrative leave without pay unless the teacher has been arrested for a violation of any of the following: R.S. 14:42 through 43.5, 80 through 81.5, any other sexual offense affecting minors, any of the crimes provided in R.S. 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. Within ten calendar days after written notice of the interim disciplinary action or within ten calendar days after receipt of the teacher's response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action becomes final.

(2)(a) Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the school board to serve as "disciplinary hearing officers" for the school board. The school board shall maintain a list of at least five hearing officers. If the school board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the State Board of Elementary and Secondary Education. Only the following persons may serve as a disciplinary hearing officer; a mediator qualified under R.S. 9:4106, an arbitrator approved by the American Arbitration Association or the Federal Mediation and Conciliation Service, an attorney, or a retired member of the judiciary.

(b) Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten calendar days nor later than thirty

calendar days after receipt of the teacher's request for such hearing. For purposes of this Section, the disciplinary hearing officer shall have the power to issue subpoenas. The school board adopts the following procedures to govern the conduct of the hearing:

- i. A court reporter shall be present to record the proceedings at the expense of the school board. Both the teacher and Superintendent may request a transcript from the court reporter.
- ii. The hearing officer should begin by declaring the hearing convened and stating the matter to be considered.
- iii. The hearing officer should inquire from the teacher as to whether the teacher desires the hearing to be private or public.
- iv. All persons present at the hearing should be identified as well as their interest in the matter.
- v. At the request of either the Superintendent or the teacher, the witnesses to testify may be sequestered.
- vi. The hearing officer shall summarize the procedures to be followed.
- vii. The teacher or the teacher's counsel should be asked whether any objections exist with regard to the time, place or procedures of the hearing.
- viii. The charges against the teacher should be read by the hearing officer and placed in the record.
- xi. The teacher should be requested to confirm that he/she has received a copy of the charges.
- x. If the parties to the matter have stipulated or agreed upon any facts or exhibits in the case they should be presented.
- xi.. Each party should be provided an opportunity to make any opening statements.
- xii. The Superintendent and, thereafter, the teacher will be allowed to present any relevant, material and reliable evidence, generally subject to a right of cross-examination by the other. Witnesses should be sworn.
- xii. Following the initial presentation of evidence, the parties should be allowed to present rebuttal and surrebuttal evidence.
- xiv. At the close of all the evidence, each party shall be invited to make closing statements or arguments.
- xv. The hearing will be closed by the hearing officer.
- xvi. The date, place and time of the hearing shall be set by the Superintendent.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his behalf and with counsel of his selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the superintendent and the teacher of his final

determination, with written reasons, within ten days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

(3) Within sixty days from the postmarked date of written notification of the decision of the disciplinary hearing officer, the school board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding pursuant to Code of Civil Procedure Article 2592. The court shall determine, based on the record of the disciplinary review hearing, whether the disciplinary hearing officer abused his discretion in deciding whether the action of the Superintendent was arbitrary or capricious. If the action of the Superintendent is reversed by the court and the teacher is ordered reinstated and restored to duty, the teacher shall be entitled to full pay for any loss of time or salary he may have sustained by reason of the action of the Superintendent.

C. For the purposes of this policy, immorality shall mean any conviction of a felony offense affecting the public morals enumerated by Part V of Chapter I of Title 14 of the Louisiana revised Statutes of 1950.

D. The time periods contained in this policy may be extended by mutual agreement of the parties. However, paid administrative leave as provided in Paragraph B.(I) of this Section shall not exceed fifty days from notice of the superintendent's interim decision.

G. Employees With Contracts Pursuant to La. R.S. 17:444:

The employee shall be retained during the term of a contract unless the employee is found incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his contract. However, before an employee can be removed during the contract period, he shall have the right to written charges and a hearing before a disciplinary hearing officer in the manner provided above for tenured teachers.

H. School Bus Operators

Notwithstanding any provisions hereinafter set forth, school bus operators shall be discharged only pursuant to the provisions of LSA-R.S. 17:491-494.

A probationary school bus operator whose first day of employment with the school district is July 1, 2012, or thereafter, may be removed from his position and dismissed and discharged as a school bus operator upon the written recommendation of the Superintendent of Schools to the school board accompanied by valid reason(s) therefor.

The school board shall immediately terminate a school bus operator

who is convicted of or has pled nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the following offenses relative to operating a vehicle while intoxicated, regardless of whether the violation occurred while the operator was performing an official duty or responsibility as a school bus operator at the time of the offense:

- (a) R.S. 14:98, operating a vehicle while intoxicated;
- (b) R.S. 14:32.1, vehicular homicide
- (c) R.S. 14:32.8(A)(2), third degree feticide
- (d) R.S. 14:39.1, vehicular negligent injuring;
- (e) R.S. 14:39.2, first degree vehicular negligent injuring

F-9.22a

### REDUCTION IN FORCE POLICY

The Board shall have the authority to make, and shall make provisions for, a reduction in the number of (1) professional staff employees and (2) nonprofessional staff employees of the School District, which may be made for reasons of program change or elimination, declining enrollment, insufficient funds, or other just cause as approved by the Board. All reductions of employees shall be in accordance with requirements contained in state statutes and Board policy. Normal attrition, voluntary retirements, and voluntary leaves of absence shall be considered prior to any staff reduction. No other employee or category of employees other than those stated above shall be governed by this policy.

#### SECTION I - Definition of Terms

1. Certification and Area of Specialization

Certification as defined by the State Department of Education for employment.  
Area of specialization is a term used to indicate need for personnel within a specific discipline.

2. Evaluation

Evaluation is defined as the principal's formal written evaluation of a teacher's performance.

3. Termination

Termination is the cessation of employment of a teacher or other certified employee for reasons of financial exigency or program change.

4. Financial Exigency

Financial exigency is any decline in the Board's financial resources that is brought about by decline in enrollment or by other action or events that compel a reduction in the Board's current operations budget.

5. Program Change

Program change is any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation, or a reorganization or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.

6. Professional Staff

Professional staff includes teachers and administrators.

7. Seniority

Seniority is defined as the length of service since the employee's most recent hiring by the Morehouse Parish School Board.

8. Employees

Employee or employees are defined as meaning professional staff employees as defined above and all other individuals employed by the Board.

9. Board

Board is defined as the Morehouse Parish School Board

10. Teacher

Teacher is defined as any employee who holds a teacher's certificate and whose legal employment requires such teacher's certificate. It also includes any lunch school supervisor who holds a special parish lunch supervisor's certificate issued by the Department of Education and whose employment requires such certificate.

11. Administrator

Administrator is defined as a teacher who is certified as a teacher but who holds a position which possesses a higher salary than that of a classroom teacher.

12. Nonprofessional Staff

Nonprofessional staff includes all employees who are not teachers or administrators.

13. Highly Qualified

A teacher is highly qualified if the teacher is certified, is teaching in his/her field of certification and meets the requirements of being a highly qualified under both federal and state guidelines as they exist at the time.

SECTION 2 - General Grounds for Termination In Reduction of Force

Employment may be terminated when the Board decides that, because of financial exigency, declining enrollment or a program change, the Board's employment of one or more teachers and/or

other employees cannot be continued. Such a decision may be made and any resulting termination may be effected only in accordance with the procedure provided in this RIF policy.

### SECTION 3 - Board's Preliminary Determination and Statement

If the Board decides that a state of financial exigency exists or is imminent or there is a decline in enrollment or a program change has occurred, will take place or should seriously be considered and termination of the employment of one or more teachers or other employees may be a required consequence of such a circumstance, it shall take action in an official Board meeting that identifies with reasonable particularity the state of financial exigency, decline in enrollment or the program change. Simultaneously, a notice of Board action shall be published by any means reasonable calculated to bring it to the attention of school personnel that reduction in force might be necessary.

### SECTION 4 - Recommendation of Superintendent

After the Board gives general notice of the possible need for reduction in force, as required in Section 3, the Superintendent shall prepare a recommendation to the Board of the specific action which should be taken by it. In preparing such recommendation, the Superintendent shall consider all possible alternatives to the layoffs of employees. If, after making such considerations, the Superintendent is of the opinion that termination of employees is required, he shall apply the criteria listed in Section 5 below to arrive at the names of the individuals to be recommended for termination in the overstaffed areas.

### SECTION 5 - Criteria for Termination

- I. The superintendent will apply the following criteria and points as to each position which will be filled following the reduction in force
- II. A. Professional Staff
  1. a) Tenured no - 0  
yes- 5
  - b) Highly qualified to include certified in area to be filled no- 0  
yes- 10
  2. Degrees Earned - Academic Preparation 5  
10  
15  
20  
20
    - Bachelor's Degree
    - Master's Degree
    - Master's Degree + 30
    - \*Specialist Degree
    - Doctor's Degree
  3. Seniority in Morehouse Parish 5  
15  
20  
25
    - 0-3 years
    - 4-10 years
    - 11-19 years
    - 20 + years

- \*\* 4. Most Recent Performance Evaluation
- |                   |    |
|-------------------|----|
| Not Satisfactory  | 0  |
| Needs Improvement | 5  |
| Satisfactory      | 10 |
5. Tenure - Nontenured Professional Staff Employees shall be terminated in the overstaffed areas prior to tenured employees in the event of a tie in points.

B. Employees Other Than Professional Staff

The seniority of the employee commensurate with the ability, performance and skill of the employee to perform the specific job function which will be filled following the reduction in force.

\* Does not include teacher specialized in reading.

\*\* If a new teacher from another parish is employed and a formal evaluation has not been administered in this parish, then the most current evaluation from the former employer will be used.

A first-time teacher being considered for termination will be given an average performance rating if an evaluation has not been administered.

SECTION 6 - Board's Decision

As soon as possible after the Board gives general notice, as required in Section 3, the Superintendent shall present to the Board his recommendation of specific action to be taken by it. The Board shall receive the recommendation of the Superintendent and take appropriate action on it.

SECTION 7 - Notice to Individual Employee

If, after considering the Superintendent's recommendation, the Board acts to terminate employment, it shall give written notice of that fact by certified mail, return receipt requested, to each employee to be terminated at least thirty (30) days prior to termination date. The notice shall include a statement of the conditions requiring termination of employment and general description of the procedures followed in making the decision. The employee's address, as it appears on school system records, shall be deemed to be the correct address. It shall be the responsibility of each employee to see that his current address is on file.

SECTION 8 - Review of Individual Terminations

1. Request for a Hearing - An employee who receives a termination notice pursuant to Section 7 above may request a review of the action by the Board. This request for review must be in writing and received by the Superintendent or President of the Board within ten (10) calendar days of the date of the employee's receipt of the notice of termination. Failure of the employee to timely submit such request for review shall constitute a waiver on the part of the employee of his/her right to challenge his/her termination under this policy. Review may be had solely to determine whether the decision to terminate the employee was arbitrary or capricious with respect to that individual. The request for review must specify all grounds on which it is contended that the decision was arbitrary

or capricious and must also include a short, plain statement of facts that the employee believes will support his contention. Upon receipt of the request for a hearing, the Board shall schedule a hearing date and give the employee at least five (5) days notice of such date.

2. Conduct of the Hearing - The hearing shall be conducted informally before a quorum of the Board, and a quorum shall be defined to consist of a simple majority of the Board's total membership. A Board member who has a significant conflict of interest should disqualify himself or be excused by the Board's adoption of a motion to disqualify him/her. The Board will consider only such evidence as is presented at the hearing, and it need consider only the evidence that it considers fair and equitable. All persons making statements to the Board during such hearing may be questioned by the Board members, the employee, and the superintendent. Except as herein provided, the conduct of the hearing shall be under the control of the Board President. The teacher, the superintendent, and the Board may be represented by an attorney at the hearing.

The hearing shall begin with the employee's presentation of his/her contentions, limited to those grounds specified in the request for hearing and supported by such proof as the employee desires to offer. When this presentation is concluded, the superintendent may then present such testimonial or documentary proof as he desires to offer, including the superintendent's own testimony, in rebuttal of the employee's contention or in general support of the decision to terminate. Neither the employee nor the Superintendent may present information which would violate the rights of other employees to confidentiality (e.g., performance evaluations).

After the Superintendent completes his presentation, the Board shall consider all evidence presented to it during the hearing. The burden is on the employee to satisfy the Board by a preponderance of the evidence that the decision to terminate was arbitrary or capricious.

3. Procedure After Hearing -- If the Board determines that the employee's contention has not been established, it shall by a simple, unelaborated statement so notify the employee and the superintendent. Such a determination finally confirms the decision to terminate. If the Board determines that the employee's contention has been established, it shall so notify the employee and the superintendent by a written notice that states what corrective action must be taken.

#### SECTION 9 - Obligations with Respect to Re-employment or Other Employment

For one year after the effective date of a termination pursuant to provisions set forth herein, the School Board shall not replace the employee whose employment has been terminated without first offering the position to the terminated employee. Employees will be recalled in reverse order of their lay-off.

The offer of re-employment shall be made by certified mail, return receipt requested, and the teacher or employee shall be notified that, if the former employee wishes to accept, he/she must do so in writing within fifteen (15) calendar days. Failure to accept within fifteen (15) calendar days or rejection of the position eliminates all re-employment rights of the teacher or employee.

A tenured teacher who has been laid off and re-employed within one year shall be reinstated as a tenured teacher. A probationary teacher who was laid off but is later re-employed may be given a maximum credit of two years for the time already served as a probationary teacher for purposes of determining when the teacher is eligible to be considered for tenure.

An employee who is recalled within one year after being laid off shall have restored to him all of the sick leave and unused personal leave he had accrued on the effective date of the layoff.

#### SECTION 10- Exclusiveness and Saving Provision regarding Reduction in Force Policy

This reduction in force policy is the only procedure that may be used in a reduction in force. Any existing procedure for reconsidering or examining an employee discharge, nonreappointment, or grievance will not be considered in implementing a reduction in force. Similarly, no personnel action other than a reduction in force may be considered under this policy.

If any provision of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions of this policy which can be implemented without the invalid provisions and, to this end, the provisions of this policy are hereby declared severable.

Any and all provisions of this policy shall yield to existing state law, whether statutory or not, when held to be in conflict with said law or laws.

F-9.22a-1

### REDUCTION IN FORCE POLICY EFFECTIVE JULY I, 2012

Effective July 1, 2012 the Board delegates reduction in force decisions to the Superintendent of Schools granting to the Superintendent of Schools the authority to make a reduction in the number of (1) professional staff employees and (2) nonprofessional staff employees of the School District, which may be made for reasons of program change or elimination, declining enrollment, insufficient funds, or other just cause as deemed by the Superintendent of Schools. All reductions of employees shall be in accordance with requirements contained in state statutes and Board policy. Normal attrition, voluntary retirements, and voluntary leaves of absence shall be considered prior to any staff reduction. All employees of Board shall be governed by this policy.

#### SECTION I - Definition of Terms

1. Administrator

Administrator is defined as a teacher who is certified as a teacher but who holds a position which possesses a higher salary than that of a classroom teacher.

2. Board

Board is defined as the Morehouse Parish School Board.

3. Certification and Area of Specialization

Certification is as defined by the State Department of Education for employment. Area of specialization is a term used to indicate need for personnel within a specific discipline.

4. Employees  
Employee or employees are defined as meaning professional staff employees as defined above and all other individuals employed by the Board.
5. Evaluation  
Evaluation of a teacher is defined as the performance evaluation of a teacher as provided in La. R.S. 17:3881-3905, and as the statutes may be amended. Evaluation of an employee who is not a teacher shall be based upon performance and effectiveness as determined by Board policy and certification or academic preparation, if applicable to the position.
6. Financial Exigency  
Financial exigency is any decline in the Board's financial resources that is brought about by decline in enrollment or other action or events that compel a reduction in the Board's current operations budget.
7. Highly Qualified  
A teacher is highly qualified if the teacher is certified, is teaching in his/her field of certification and meets the requirements of being "highly qualified" under both federal and state guidelines as they exist at the time.
8. Nonprofessional Staff  
Nonprofessional Staff includes all employees who are not teachers or administrators and are employees who are not evaluated as provided by La. R. S. 17:3881 - 3905, and as the statute may be amended.
9. Professional Staff  
Professional Staff includes teachers and administrators.
10. Program Change  
Program change is any elimination, curtailment, or reorganization of a curriculum offering program, or school operation, or a reorganization or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.
11. Seniority  
Seniority is defined as the length of service since the employee's most recent hiring by the Morehouse Parish School Board.
12. Teacher  
Teacher is defined as any employee who holds a teacher's certificate and whose legal employment requires such teacher's certificate. It also includes any school lunch supervisor who holds a special parish lunch supervisor's certificate issued by the Department of Education and whose employment requires such certificate. It also includes any employee who is evaluated pursuant to the provisions of La. R.S. 17:3881 - 3905, and as the statute may be amended.
13. Termination

Termination IS the cessation of employment of a teacher or other employee for reasons of financial exigency, program change, or other valid cause.

## SECTION 2- General Grounds for Termination In Reduction of Force

Employment may be terminated when the Superintendent of Schools decides that, because of financial exigency, declining enrollment, a program change or other just cause, the Board's employment of one or more teachers and/or other employees cannot be continued. Such a decision may be made and any resulting termination may be effected only in accordance with the procedure provided in this RIF policy.

SECTION 3- Superintendent of School's Preliminary Determination and Statement  
If the Superintendent of Schools decides that a state of financial exigency exists or is imminent or there is a decline in enrollment or a program change has occurred, will take place or should seriously be considered or for the other cause there is required a force reduction and termination of the employment of one or more teachers or other employees may be required as a consequence of such a circumstance, the Superintendent shall in writing notify the Board stating with reasonable particularity the state of financial exigency, decline in enrollment or the program change or other just cause and simultaneously a notice of the Superintendent's action shall be published by any means reasonable calculated to bring it to the attention of school personnel that reduction in force might be necessary.

SECTION 4- Recommendation of Superintendent  
After the Superintendent of Schools gives general notice of the possible need for reduction in force, as required in Section 3, the Superintendent shall commence specific action which would be taken by him/her. In preparing such recommendation, the Superintendent shall consider all possible alternatives to the layoffs of employees. If, after making such considerations, the Superintendent is of the opinion that termination of employees is required, he shall apply the criteria listed in Section 5 below to arrive at the names of the individuals to be terminated in the overstaffed areas.

## SECTION 5 - Criteria for Termination

- A. Professional Staff
  1. Any teacher who is not certified and highly qualified within the targeted subject area or area of certification to be reduced shall be reduced first.
  2. Within each targeted subject area or area of certification, the least effective teacher, and then proceeding by effectiveness rating as determined by the performance evaluation program as provided in La. R.S. 17:3881 through 3905 shall be reduced until the reduction in force has been accomplished.

- B. Employees Other Than Professional Staff
  - 1. School employees who are not evaluated pursuant to La. R.S. 17:3881 through 3905 shall be reduced upon the following criteria:
    - a. Performance and effectiveness as determined by Board policy.
    - b. Certification or academic preparation, if applicable.

SECTION 6 - Notice to Individual Employees

If the Superintendent acts to terminate employment, he/she shall give written notice of that fact by certified mail, return receipt requested, to each employee to be terminated at least thirty (30) days prior to termination date. The notice shall include a statement of the conditions requiring termination of employment and general description of the procedures followed by making the decision. The employee's address, as it appears in the school district's records, shall be deemed to be the correct address. It shall be the responsibility of each employee to see that his current address is on file.

SECTION 7- Review of Individual Terminations

An employee who is terminated pursuant to this policy may pursue the matter through the following School Board's adopted grievance policy. Any appeal must be in writing and received by the Superintendent within ten (10) calendar days of the date of the employee's receipt of notice of termination. Failure of the employee to timely submit such request for review shall constitute a waiver on the part of the employee of his/her right to challenge his/her termination under this policy. Review under this grievance policy shall be had solely to determine whether the decision to terminate the employee was arbitrary or capricious with respect to that individual. The request for review must specify all grounds on which it is contended that the decision was arbitrary or capricious and must include a short, plain statement of facts that the employee believes will support the employee's contention. The Superintendent or his designee shall conduct a hearing with the employee within ten (10) school days of receipt of the grievance and render a written decision within five (5) days of the hearing. The decision of the Superintendent or his designee shall be mailed to employee and shall be final.

SECTION 8- Obligations with Respect to Re-employment or Other Employment

For one year after the effective date of a termination pursuant to provisions set forth herein, the Superintendent shall not replace the employee whose employment has been terminated without first offering the position to the terminated employee. Employees will be recalled in reverse order of their lay-off.

The offer of re-employment shall be made by certified mail, return receipt requested, and the teacher or employee shall be notified that, if the former employee wishes to accept, he/she

must do so in writing within fifteen (15) calendar days. Failure to accept within fifteen (15) calendar days or rejection of the position eliminates all re-employment rights of the teacher or employee.

A tenured teacher who has been laid off and re-employed within one year shall be reinstated as a tenured teacher. A probationary teacher who was laid off but is later re-employed may be given a maximum credit of two years for the time already served as a probationary teacher for purposes of determining when the teacher is eligible to be considered for tenure.

An employee who is recalled within one year after being laid off shall have restored to him all of the sick leave and unused personal leave he had accrued on the effective date of the layoff.

#### SECTION 9- Exclusiveness and Saving Provision Regarding Reduction in Force Policy

This reduction in force policy is the only procedure that may be used in reduction in force. Any existing procedure for reconsidering or examining an employee discharge, nonreappointment or grievance will not be considered in implementing a reduction in force. Similarly, no personnel action other than a reduction in force may be considered under this policy.

If any provision of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions of this policy which can be implemented without the invalid provisions and, to this end, the provisions of this policy are hereby declared severable.

Any and all provisions of this policy shall yield to existing state law, whether statutory or not, when held to be in conflict with said law or laws.

F-9.22b

#### SUSPENSION OF PERSONNEL

An employee may be suspended with or without pay by the superintendent for one or more of the following reasons:

- a. Action that affects or may affect the health, safety, and/or welfare of staff member(s) and/or student(s)
- b. Being charged with a felony
- c. Violation of job responsibility(ies) in a manner that does not admit of remediation--for example, refusal to come to work, refusal to carry out directives.

Such suspension shall continue in effect until the matter has been investigated and a decision is made to

- a. Return the employee to his assignment

- b. Terminate the employee in accordance with law
- c. Carry out other appropriate remedy

Prior to making the recommendation to suspend, the superintendent or his designee shall study all pertinent information available in order to make an informed decision. The superintendent or his designee may confer with the employee and other appropriate persons.

F-9.23

## RESIGNATION

Personnel who wish to resign their position with the Morehouse Parish School Board will submit such request in writing to the superintendent allowing sufficient time to find a replacement. Resignation forms are available at the Central Office or at the principal's office.

If a replacement is not readily available, the superintendent may deny the request until a replacement is found.

"Unless denied in writing by the Superintendent, the resignation shall be effective once received by the Superintendent or the Superintendent's designee."

F-9.24

## RETIREMENT

All professional employees shall participate in the Louisiana Teachers' Retirement System under the laws, rules and regulations established for it.

- (1) Upon decision to retire, one must make an application in writing to the Board of Trustees of the Louisiana Teachers' Retirement System setting forth at what time, not less than thirty nor more than ninety days subsequent to the execution and filing thereof, as to when one desires to be retired.
- (2) Each employee shall be responsible to inform himself of the latest laws governing the public retirement system of which he is a member.
- (3) Act 302 of the 1993 legislature enacted La. R.S. 17:425.1 regarding eligibility to receive severance pay benefits (accrued sick leave up to a maximum of twenty-five days) for certain employees. Accordingly any employee of the Morehouse Parish School Board who participates in the Deferred Retirement Option Program shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of 25 days) upon entering the program on the same basis as any other employee who retires or otherwise leaves employment; otherwise the severance pay (accrued sick leave) shall be paid only upon final retirement of the employee.
- (4) An employee's retirement shall become effective at the end of the Fiscal year or as may be approved by the Superintendent. Once received by the Superintendent or the Superintendent's designee, the decision to retire will become effective and may not be rescinded. When the retirement becomes effective, the employee shall no longer be considered to be in active

service of the Morehouse Parish School Board. No individual shall be terminated or forced to retire because of age."

F-9.24a

#### CRITERIA FOR SALES TAX PAYMENTS FOR RETIREE

In order for a former employee to be eligible to receive sales tax payments from the Morehouse Parish School Board to defer a portion of the health insurance premium cost of the employee, the following criteria must be met:

1. The employee must have and pay premiums for hospitalization insurance through the State of Louisiana Employees= Group Benefits Program.
2. The employee must be receiving retirement benefits from one of the following three retirement systems: (a) Louisiana State Teacher=s Retirement System; (b) Louisiana State Bus Driver=s Retirement System; or (c) Louisiana School Employees Retirement System.
3. The employee must have been employed by the Morehouse Parish School Board as his/her last employer prior to the employee receiving his/her first retirement check from one of the above three systems.

F-9.24b

#### CRITERIA FOR PAYMENT OF SALES TAX FUNDS FOR EMPLOYEES TERMINATING EMPLOYMENT

This procedure is established for those employees whose employment terminates and for those employees who retire during the school year prior to the payment of the Athirteenth check@ to all school employees. The Athirteenth check@ is paid to employees of the Board from sales tax revenue accumulated during the school year. It is customarily paid to employees in a lump sum payment.

The thirteenth check@ is customarily distributed at or near the end of the fiscal year for the Morehouse Parish School Board, June 30 of each year, after the payment amount is calculated for employees based upon the sales tax receipts for that year.

Should an employee leave the employment of the Morehouse Parish School Board through termination of employment or retirement during the school year prior to the time that the

Athirteenth check@ is distributed to all school employees, the employee leaving the Morehouse Parish School System shall receive his/her pro rata amount of that Athirteenth check@ based upon the number of paid work days the employee was employed during the fiscal year compared to the total number of work days scheduled for the employee in the fiscal year. The amount shall be calculated based on the percentage of the Athirteenth check@ sales tax payments for the employees from the year prior to the employee=s termination of employment or retirement. This payment shall be the full and final payment of all sales tax benefits owed by the Morehouse Parish School Board to that employee and shall constitute all of the sales tax benefits earned by the employee. It shall be paid to the employee with the employees last payroll check.

F-9.25

#### HEALTH EXAMINATIONS

The Morehouse Parish School Board does not require health examinations of professional personnel.

F-9-25a

#### DRUG AND ALCOHOL USAGE BY EMPLOYEES

The following represents the policy of the Morehouse Parish School Board concerning employee substance abuse including the use of illicit drugs and alcohol by employees. These rules will be enforced uniformly with respect to all employees of the Morehouse parish School Board, as indicated:

1. All employees are prohibited from being under the influence of alcoholic beverages or illegal drugs during working hours.
2. The sale, possession, transfer or purchase of illegal drugs, controlled dangerous substances (without a prescription) or alcoholic beverages on property owned or operated by the Morehouse parish School Board or while performing duties or business for the Morehouse Parish School Board is strictly prohibited. Such actions will be reported to the appropriate law enforcement officials.

3. No prescription drug will be brought on any premises owned or operated by the Morehouse Parish School Board by any person other than the one for whom it is prescribed and such drugs will be used only in the manner, combination and quantity prescribed. The use or possession of a prescription drug contrary to this provision shall result in the drug being deemed an illegal drug.
4. The sale, use, or possession of (a) an illegal drug, (b) a controlled dangerous substance (without a prescription), or (c) an alcoholic beverage while an employee is on duty or while an employee is on property owned or operated by the Morehouse Parish School Board is cause for termination.
5. Any employee who uses, sells, or possesses any (a) illegal drug, (b) controlled dangerous substance (without a prescription), or (c) alcoholic beverage while on duty or while on property owned or operated by the Morehouse Parish School Board shall be suspended immediately by the superintendent, without pay, until further disciplinary action is taken.
6. Any employee whose off - duty abuse of alcohol or use of illegal or prescription drugs results in excessive absenteeism or tardiness or contributes to poor work will be referred to an employee assistance program for rehabilitation and will face termination if he or she rejects that program.
7. Definitions: As used herein the following terms are defined:
  - a. Controlled dangerous substance - a drug or other substance which may be possessed legally only with a prescription from a physician, dentist or other health care provider.
  - b. Illegal drug - a drug or other substance which may not legally be possessed by a member of the general public.
  - c. Alcoholic beverage - any fluid or solid capable of being converted into flue, suitable for human consumption and having an alcoholic content of more than 6% by volume, including alcohol, but excluding therefrom antiseptics, toilet preparations and scientific/chemical products unfit for human consumption.

F-9.26

#### TIME SCHEDULES

PRINCIPALS-are required to be at their schools at the time that the first bus arrives at school in the morning and to remain at the school until the last bus departs in the afternoon. The principal, on occasion, may appoint a faculty member to assume this duty for him.

ASSISTANT PRINCIPALS-Same as principals

TEACHERS-Shall report on teaching days in time to begin school promptly (no later than 15 minutes prior to opening time). Teachers shall remain at their school until 10 minutes after the bell has rung, unless excused by the school administration. Adjustments shall be made in order to fulfill individual duty assignments.

COACHES-same as teachers except in the afternoon. Coaches' responsibility begins immediately after the last bell of the academic school day and continues for a period of time that is

sufficient to establish a minimum-to-maximum proficiency goal in respective athletic participation by the school.

**BAND DIRECTORS**-same as teachers and they are also expected to remain at school periodically after the last bell of the academic school day to establish a minimum-to-maximum proficiency goal in the band program.

**UNENCUMBERED PERIOD**-the unencumbered period is scheduled in order to offer teachers time for school-related activities during the school day and it must be used so unless special permission is granted by the principal to use the period for other activities.

F-9.27

#### WORK LOAD

The Morehouse Parish School Board shall hold the administrative staff and the principal of each individual school responsible for the equitable distribution of work among the members of each school unit.

Teacher loads, whenever possible, shall be maintained at a level not to exceed the loads recommended for the approval of schools by the Louisiana State Department of Education and by the Southern Association of Colleges and Schools of maintaining classes of the 25-30 level and will work to achieve this standard.

F-9.28

#### STAFF MEETINGS

Periodic faculty meetings are essential for the efficient administration of a school. The number, meeting time, and nature of faculty meetings shall be determined by each principal and his/her faculty. These meetings will be in addition to in-service days set by the superintendent.

F-9.29

#### EXTRA DUTY

Teachers are expected to assume reasonable duties over and above their regular classroom responsibilities. The principal shall have authority to make such assignments, which shall be distributed as equitably as possible among teachers.

This extra duty may include supervision of students during extracurricular and co-curricular activities after school hours and in the cafeterias, halls, playground, bus loading area, during non-instructional periods, and activity sponsorship.

Extra responsibilities that make major demands on a teacher's time, such as coaching, band direction, vocal direction, and debate coaching, shall be rewarded with extra compensation. Such assignments shall be approved by the Board and shall be compensated for in accord with Board-approved schedule. (See statement coded F-9.10)

NOTE: All professional personnel shall be subject to attend regular and committee Board meetings on topics reasonably related to their job descriptions as per request of the appropriate authority(ies). There shall be no overtime pay for attending these meetings.

F-9.30

## EXPENSES

See statement coded D-10, Expenses Reimbursements, which also applies to professional personnel.

F-9.31

## SEXUAL HARASSMENT POLICY

### I. PURPOSE

All individuals employed by the Morehouse Parish School Board have the right to work in an environment free from all forms of discrimination of any type on the basis of gender including sexual harassment. Likewise, students enrolled in the Morehouse Parish School System have the right to attend school in an environment free from all forms of discrimination. Sexual harassment, whether committed by a school board member, employee or student is specifically prohibited as unlawful and against the policy of Morehouse Parish Schools.

The Morehouse Parish School Board believes that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal,

written or physical conduct of a sexual nature when made by a school district employee to a student or when made by an employee to another employee or when made by a student to an employee constitutes sexual harassment when:

1. Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. While a single incident of offensive sexual conduct, remarks or display will generally not create a hostile environment unless it is severe, such behavior is inappropriate and may subject the employee or student to counseling and/or discipline.

Unwelcome sexual advances, request for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature constitutes sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive environment and shall not be tolerated.

The Morehouse Parish School Board specifically prohibits retaliation against an individual for filing a complaint or testifying or participating in any way in an investigation or other proceeding involving a complaint of sexual harassment.

Sexual harassment, as defined above, may include but is not limited to the following:

- < Verbal or written harassment or abuse;
- < Pressure for sexual activity;
- < Repeated remarks to a person which contain sexual or demeaning implications;
- < Unwelcome touching, close physical proximity or looks;
- < Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, promotion, compensation, etc.
- < Display or distribution of sexually suggestive or derogatory objects, pictures, magazines, cartoons, posters, drawings, or images;
- < Sexually oriented gestures.
- < Sexually coercive or oppressive conduct.

## II. COVERAGE

Sexual harassment committed by Morehouse School Board employees, including elected members of the School Board against other Morehouse School Board employees or students constitutes misconduct. Sexual harassment committed by students against Morehouse School Board employees constitutes misconduct. The intentional fabrication of a sexual harassment complaint constitutes misconduct.

School administrators, including supervisors, principals, coordinators and facilitators, are responsible for taking appropriate and effective action when they know, or reasonably should have known, that an individual under their supervision is being sexually harassed.

## III. RESPONSIBILITY

Every Board Member, Superintendent, administrator, principal, teacher, and employee has the responsibility to report any witnessed or experienced sexual harassment to his/her immediate

supervisor or those designated by the Superintendent to receive complaints. If the alleged harasser is the individual's immediate supervisor, the report should be made directly to the personnel supervisor or Superintendent. If the alleged harasser is the Superintendent, the report should be made to any Board Member. The Board Member shall report the harassment to the Board President. If the alleged harasser is a Board Member, the report should be made to the Superintendent. If the claimant and alleged harasser are students, the report should be made to the school principal.

Only those acting on behalf of the Board to investigate claims of sexual harassment shall directly contact the alleged harasser concerning the claim or complaint. If anyone other than those assigned to investigate sexual harassment complaints receives a claim or complaint, that individual will not report the receipt to the complaint to the alleged harasser but to his or her superior and/or a person so designated by the Superintendent.

#### IV. COMPLAINT PROCEDURE

If the introduction of sexual innuendo, sexual jokes, or other activity of a sexual nature into a relationship with a person associated with the Board or School System is not welcomed, the matter may be handled initially by the claimant telling the offender that the conduct is unwelcomed. If the claimant does not desire to approach the offender directly, then the claimant should report the matter following the outlined compliant process.

If the person introducing sexual innuendo, sexual jokes, or other activity of a sexual nature does not reasonably accept the notice that the conduct is unwelcomed, the claimant immediately should report both the incident and the lack of response to the claimants notice that the incident is unwelcomed.

If an employee is involved either as a claimant or alleged harasser, it is preferred that the report be made to one of the individuals designated by the Superintendent. School sites, coordinators/facilitators and department heads receiving complaints of sexual harassment involving an employee shall immediately report the complaint to one of the individuals identified to receive the complaints for further action. If the incident involves student to student harassment, it is preferred that the report be made to the school principal.. The claimant should make a written note and keep it for safekeeping as to whom and when the compliant was made.

Complaints can also be made using Voice Link by calling the Principal's number or the number of the Supervisor of Child Welfare and Attendance, if it is a student to student complaint. A complaint involving an employee can be reported through Voice Link by calling the Personnel Office number. These numbers will be published in the Policy Brochure and school handbooks distributed at the beginning of each year to all students and employees.

The person receiving the complaint shall take all information pertaining to the complaint and contact the claimant within five (5) working days. If the person receiving the complaint attempts to change the claimant's mind about following through with the complaint, these facts should be reported to the Superintendent at 318-281-5784.

If the report of sexual harassment is not acted upon within a reasonable period of time by the person to whom the incident was initially reported, the claimant shall again contact that individual to determine what has transpired since the report. If the claimant is not satisfied with the response, he/she shall report the complaint and the actions of the initial receiver to the Superintendent.

If the alleged harasser accosts or confronts the claimant concerning the fact that a complaint was made, the claimant should report this fact to the person to whom the initial complaint was made. Such action on the part of the alleged harasser shall be considered a violation of this policy. Any employee bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment nor discriminated against or discharged because of the complaint.

The following persons have been designated by the Superintendent to receive complaints involving sexual harassment:

Student to Student Complaints:	School Principal or one of Supervisors listed below.
Employees:	Personnel Supervisor
	Curriculum Supervisors
	Title One Supervisor
	Special Education Supervisor
	Supervisor of Child Welfare & Attendance
	Superintendent of Schools

The report may be verbal or written. It is recommended that the person taking the complaint write it up on Form MP:C1, Initial Incident Report Form and submit to the Superintendent to assign an investigator to conduct the investigation.

#### V. INVESTIGATIONS

Persons assigned by the Superintendent to investigate complaints of sexual harassment shall do so expeditiously, thoroughly, and professionally. School site administrators shall take action in cases of student to student harassment based on the findings and consistent with the student discipline code. A copy of the report of findings shall be forwarded to the Superintendent. Persons assigned to handle investigations involving employees shall forward results of the investigations to the Superintendent. The Superintendent shall review the findings of the investigation and render a decision consistent with legal requirements within thirty (30) days of the receipt of the results of the investigation.

#### VI. CONFIDENTIALITY

Confidentiality as to the claimant and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the complaint, the claimant, and the results or progress of the investigation will be on a need to know basis, only by those assigned duties to receive complaints, those who investigate them, and those interviewed.

The procedures provided for in the Board's grievance procedure and other procedures provided for by law shall be complied with according to the status of the claimant and alleged harasser in each individual situation.

#### VII. SANCTIONS

Some acts of sexual misconduct are considered criminal and are subject to prosecution. The Morehouse Parish School Board will fully cooperate with law enforcement agencies and the District attorney in investigating and prosecuting such criminal offenses.

**A substantiated charge against an employee in the Morehouse Parish School System, shall subject that employee to disciplinary action which may include verbal warning, letter of reprimand, suspension and/or termination of employment.**

Both federal and state law specifically prohibit sexual harassment.

A substantiated charge against a student in the Morehouse Parish School System shall subject that student to disciplinary action deemed necessary and appropriate including parental notification, warnings, counseling, suspension or expulsion, consistent with the student discipline code.

#### VIII. NOTIFICATION AND TRAINING

Notice of this policy will be circulated to all schools and departments of the Morehouse Parish Public School System and adopted and printed in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held in all schools on an annual basis. Training sessions for new non-teaching employees shall be conducted annually. All current employees will be provided a copy of this policy as well as newly hired personnel on an annual basis.

Each public servant and employee shall receive a minimum of one hour of education and training on preventing sexual harassment during each full calendar year of his employment or term of office, as the case may be. Supervisors and any persons designated in this policy to accept or investigate a complaint of sexual harassment shall receive additional education and training in regard thereto. A record shall be kept by the personnel department of compliance with these mandatory training requirements which record of training shall be a public record and available to the public in accordance with the Public Records Law.

This policy against sexual harassment and its complaint procedures shall be posted on the website and provided to each employee.

#### IX. MANDATORY REPORTS

The Superintendent or his written designee shall compile an annual report by February 1<sup>st</sup> of each year containing the information from the previous calendar year regarding the school board's compliance with the requirements of this policy including the number and percentage of public servants who have completed the training requirements, the number of sexual harassment complaints that have been received, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and the amount of time it took to resolve each complaint. These reports shall be public record and available to the public in the manner provided by the Public Records Law.

F-9.32

#### DEROGATORY LANGUAGE POLICY

The Morehouse Parish School Board disapproves of and does not tolerate language from or by employees which is racially derogatory or derogatory on the basis of sex, religion, national origin,

physical handicap or ethnicity. All employees must avoid the use of such language and are responsible for assuring that their school or other work place is free from such language at all times.

The Superintendent of the Morehouse Parish School Board, or his designee, will investigate all complaints in this regard and will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual.

Violation of this policy is grounds for discipline, including but not limited to discharge.

It shall be the duty of each employee of the Morehouse Parish School Board to abide by this policy.

Any person who has a complaint regarding the use of such derogatory language at work by anyone is urged to bring this matter to the attention of the Superintendent or his designee so that it may be investigated and dealt with. Employees should bring their complaint in accordance with the existing employee grievance policy. If the complaint involves someone who is the employee's direct supervisor and the first person to whom the policy provides the complaint should be directed, the employee may discuss the matter and/or file his grievance with the next person in the grievance procedure.

### PROFANE LANGUAGE AND ACTS POLICY

The Morehouse Parish School Board disapproves of and does not tolerate the use of profane words, language or gestures by employees. All employees must avoid the use of such language and such behavior and are responsible for assuring that their school or other work place is free from such language and behavior at all times.

The superintendent of the Morehouse Parish School Board, or his designee, will investigate all complaints in this regard and will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual.

Violation of this policy is grounds for discipline, including, but not limited to discharge of an offending employee.

It shall be the duty of each employee of the Morehouse Parish School Board to abide by this policy.

Any person who has a complaint regarding the use of such profane language, words or gestures or other verbal abuse at work by anyone is urged to bring this matter to the attention of the superintendent or his designee so that it may be investigated and dealt with. Employees should bring their complaint in accordance with the existing employee grievance policy. If the complaint involves someone who is the employee's direct supervisor and the first person to whom the policy provides the complaint should be directed, the employee may discuss the matter and/or file his grievance with the next person in the grievance procedure.

### LEAVES AND ABSENCES

In the subcategories of this section will be listed various leaves and absences, with their relative positions and conditions, under which employees of the Morehouse Parish School Board may request and be granted leaves of absence from their duties. It is the responsibility of the employees of the Morehouse Parish School System to read and become thoroughly familiar with the policies as outlined.

Employees are responsible for keeping themselves informed of their accumulated leave time.

## SABBATICAL LEAVE

Teachers, as defined in La. R.S. 17: 1170, to include any person employed by the Morehouse Parish School Board who holds a valid teaching certificate issued by the Louisiana State Department of Education and any social worker or school psychologist employed by the Morehouse Parish School Board who holds a valid professional ancillary certificate in school social work or school psychology issued by the Louisiana State Department of Education, are eligible for and may be granted sabbatical leaves, for the purpose of professional or cultural improvement or for the purpose of medical leave under the following requirements and regulations:

### 1. ELIGIBILITY

- a. An eligible employee as defined above who has completed twelve (12) or more consecutive semesters in the Morehouse Parish Public Schools may apply for a sabbatical leave of absence of two (2) semesters' duration immediately following such period of service.
- b. An eligible employee as defined above who has completed six (6) or more consecutive semesters in the Morehouse Parish Public Schools may apply for a sabbatical leave of absence of one (1) semester's duration immediately following such period of service.

### 2. PURPOSE

#### a. Professional or Cultural Improvement

Every person on sabbatical leave for the purpose of professional or cultural improvement during each semester of leave shall pursue a program of study earning at least nine (9) undergraduate credit hours, provided such hours directly improve the person's skills and knowledge as a teacher, six (6) graduate credit hours, or be certified as full-time student at an institution of higher learning accredited by the Board of Education of the state or territory in which the institution is located.

If less than fifteen weeks is so spent, the number of weeks less than fifteen not so spent shall be spent pursuing a program independent study, research, authorship, or investigation which involves an approximately equivalent amount of work and which is approved by the Superintendent of Schools; or engaging in travel which is so planned as to be of definite educational value and which is approved by the Superintendent of Schools.

#### b. Medical Sabbatical

4. Medical sabbatical leave may be granted for the express purpose of a medical necessity for the restoration of the health of the applicant and it must be accompanied by a statement on a form provided by the Board from a licensed physician certifying that the leave is medically necessary under the guidelines hereinafter set forth.

5. If the Superintendent or Supervisor of Personnel Services, upon review of the application for medical sabbatical leave, questions the validity or accuracy of the certification, the Superintendent or Supervisor of Personnel Services, may require the applicant, as a condition for continued consideration of the application, to be examined by a licensed physician selected by the Superintendent. In such a case, the Superintendent

shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board finds the medical sabbatical necessary, the leave application may be granted.

6. If the physician selected by the Superintendent disagrees with the certification of the physician selected by the applicant, then the Superintendent or Supervisor of Personnel Services, may require the applicant, as a condition for continued consideration of the application, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by a third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue, subject to final approval by the Superintendent of Schools. The opinion of all physicians consulted as provided in this Paragraph shall be submitted to the Superintendent in the form of a sworn statement as referenced in R.S. 14.125.

7. The opinion of all physicians consulted as provided in this Paragraph shall be submitted to the Superintendent in the form of a sworn statement as referenced in R.S. 14.125.

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

c. Other School Employment

Each person granted sabbatical leave, as a condition of the leave, shall be prohibited from being employed during the leave by any public or private elementary or secondary school in Louisiana or in any other state.

3. PROCEDURE FOR APPLICATION

a. Applications for sabbatical leave shall be made on a form to be provided by the superintendent. (Copy of forms attached to this policy)

1. Applications for leave beginning the fall semester must be sent to the superintendent by registered mail at least sixty (60) days before the opening of the semester.

2. Applications for leave in the spring semester must be sent to the superintendent by registered mail at least sixty (60) days prior to the opening of the semester.

3. Where a teacher has become sick during a semester and requests medical leave for the purpose of recuperating from such illness, it shall be sufficient if the application is mailed thirty (30) days before the date upon which the requested leave is to commence.

b. All applicants for sabbatical leave shall be interviewed by the superintendent or designee in order that he/she may determine how the applicant proposes to use the leave of absence. The superintendent or designee shall report his/her findings and recommendations on the application form or such other place as the superintendent deems appropriate.

- c. Every applicant shall be notified by the superintendent, or designee within sixty (60) days after the final date for filing the application stating whether the application has been granted or rejected; or if the application is for medical leave from sickness the Superintendent shall notify the applicant within thirty (30) days from the date of the filing of the application whether the application has been granted or rejected. If the application has been rejected, the reasons for such rejection shall be specified.

#### 4. QUOTA AND ORDER OF PREFERENCE OF APPLICANTS

- a. At no time during the school year shall the number of persons on sabbatical leave exceed five per centum of the total number of teachers employed in the parish.
- b. Should the number of leaves to be granted exceed five per centum of the total number of teachers employed in the parish:
  1. Preference in every case shall be given to the applicant who has rendered active service in the school system of the parish for the greatest number of consecutive semesters immediately preceding the period for which leave is requested, provided that where any two applicants rank equally in point of continuous service, preference in every case shall be given to the applicant who has rendered service in the school system for the greatest total number of semesters; provided further, that where any two applicants rank equally both in point of continuous service and in point of total service preference in every case shall be given to the applicant whose date of birth is earlier.
  2. Applicants whose applications are filed in the first thirty days of the semester shall be given a preference over those who seek sabbatical leave under the special provisions relating to sickness during a school semester.
  3. Whenever the quota established for leave for the purpose of rest and recuperation has been filled, all remaining applications shall be rejected and shall be disregarded in any further selection of applications for that semester. Those whose applications are rejected have the right to re-apply in any future semester.
- c. The following information is required for all leave applications:
  1. The period for which the leave is requested.
  2. Whether leave is requested for the purpose of professional or cultural improvement or for the purpose of medical leave.
  3. The precise manner, in so far as possible, in which such leave, if granted, will be spent.
  4. The semesters spent in active service in the Morehouse Parish School System.
  5. The date of birth of the applicant.
  6. The application shall contain a statement, over the signature of the applicant, that

he/she agrees to comply with the provisions of Louisiana State law and the policy of the Morehouse Parish School Board.

7. Every application for sabbatical medical leave shall be accompanied by a statement from a licensed physician on a form provided by the Morehouse Parish School Board that the leave is medically necessary.

#### APPLICANTS' OBLIGATION

- a. Every person on sabbatical leave shall transmit to the superintendent within thirty (30) days after the beginning of each semester of leave a written report approximately one hundred words, on the manner in which such leave will be spent, and within thirty days after the end of such leave a written report of approximately two hundred and fifty words, on the manner in which such leave has been spent.
- b. If the leave is granted for the purpose of attending an institution of higher learning, the holder of the leave shall indicate in the initial report the institution being attended and number of credit hours being taken, and the final report shall be accompanied by official evidence that the number of credit hours required has been taken at the institution specified.
- c. Every person on sabbatical leave shall notify the superintendent of his/her intention to return to work not less than thirty (30) days prior to the beginning of the semester in which he/she expects to return.

#### 6. MANNER IN WHICH MEDICAL LEAVE MAY NOT BE SPENT

- a. A person on medical sabbatical leave is prohibited from undertaking any gainful employment during such a leave unless 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 he/she has been working for not less than one hundred twenty days prior to the beginning of such leave, and
  2. The doctor who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the leave is granted, and
  3. The Board authorizes such part-time work.
- b. Any violation of the prohibitions contained in this section shall result in the medical leave being rescinded immediately.

#### 7. PENALTIES

If the superintendent is convinced that a teacher on sabbatical leave of absence is not fulfilling the purpose for which the leave of absence was granted, or should the person on sabbatical leave fail to file the required reports, the superintendent may terminate the leave of absence as of the date of its abuse after giving the teacher an opportunity to be heard.

#### 8. COMPENSATION WHILE ON LEAVE

Each teacher granted sabbatical leave shall receive and be paid compensation at the rate of 65% of the person's salary at the time the leave begins.

9. RETURN TO SAME POSITION

Every teacher on sabbatical leave shall be returned at the beginning of the semester immediately following such leave to the same position at the same school for which such leave was taken, unless otherwise agreed to by him/her.

10. RETURN TO SERVICE

- a. All persons granted a sabbatical leave shall sign an agreement or contract to return to the Morehouse Parish School System for a period of time at least equal to the time on leave. Failure to do so for any reason other than incapacitating illness will result in forfeiture of compensation for the leave except in extraordinary circumstances.
- b. Should a person taking sabbatical leave fail to return to service in the Morehouse Parish School System for one semester for each semester of leave following the expiration of such leave for any reason other than incapacitating illness as certified by two physicians, that person shall forfeit all compensation received during the leave period.
- c. Upon expiration of the sabbatical leave, the person immediately begins employment with a state-operated education agency, city or parish school board, department, school, college, or university instead of returning to the Morehouse Parish School System, the person shall not be required to forfeit that portion of the compensation paid to him/her by the State of Louisiana while on sabbatical leave but shall be required to immediately reimburse the Morehouse Parish School Board all salary paid to him/her while on sabbatical leave.

11. COACHES

Teachers of the Morehouse Parish School Board eligible for sabbatical leave under the provisions of Louisiana Revised Statutes 17:1171 et seq. may request, through customary procedures, approval from the Morehouse Parish School Board to continue coaching responsibilities at their assigned school when all Louisiana High School Activities Association requirements and other locally assigned responsibilities are met. The Board reserves the right to reject any and all requests submitted under this policy and will decide each case based on its individual merits.

12. FINAL DECISION

Notwithstanding any other provision of law or this policy manual to the contrary, all decisions relative to granting sabbatical leave shall be made by the Superintendent of Schools.

**APPLICATION FOR SABBATICAL LEAVE  
UNDER LOUISIANA REVISED STATUTE  
17:1170 et. seq.**

*F-10.1 Form 1*

**PROFESSIONAL AND CULTURAL IMPROVEMENT**

**IMPORTANT:** This application must be sent by certified mail to the attention of the Superintendent of the Morehouse Parish Public School System not less than sixty (60) calendar days prior to the starting date for which this sabbatical leave application is made. Those applications received less than sixty calendar days before such date may be denied.

Name: \_\_\_\_\_ Applicant=s date of birth:  
(Last) (First) (Middle I.)

Mailing Address:

List the consecutive semesters of active service in the Morehouse Parish Public School System (Ex., 1/94-95 through 2/98-99)

Exact period for which leave is requested:

**Complete the following:**

Name and location of College or University to be attended:

Name of course(s) of study to be pursued, whether those course(s) are at the graduate or undergraduate level, and the number of semester hours of each:

If a formal course of study at a college or university is NOT contemplated, please describe the program of independent study, research, authorship, or investigation which will be pursued.

If travel, rather than a course of formal study, is planned, state how such travel will be of educational value in directly improving your skills as a teacher.

Please state and specifically describe below how the course of study or travel listed above will enhance your teaching skills.

Name: \_\_\_\_\_

I, the undersigned applicant, do hereby acknowledge that, if this sabbatical leave is granted, I will be paid a salary equal to sixty-five percent (65%) of the salary [which is fixed at the inception of the sabbatical leave and will not change during the period of said sabbatical leave] that I would receive if I were employed full-time by the Morehouse Parish Public School System at the beginning of the period of this sabbatical leave. I grant permission and/or authority to the institution(s) named in this application to release my school attendance, courses undertaken, grades earned therein, and any other relevant information to officials of the Morehouse Parish Public School System. I further attest and authorize that a photocopy of this application may be considered as an original for purposes of requesting the release of information to the Morehouse Parish Public School System.

As a condition of this sabbatical leave and to be eligible for compensation during such leave, I, the undersigned applicant, do hereby agree to return to service in the Morehouse Parish Public School System for one (1) semester for each semester of sabbatical leave which I may be granted herein, and that such service shall begin immediately at the expiration of the sabbatical leave period herein requested.

I further acknowledge that I am prohibited by state law [La. R.S. 17:1177(C)] from being employed part-time or full-time during the period of this sabbatical leave, if granted, by any public or non-public school system within the United States of America, its territories or possessions.

I further affirm that all statements and representations made herein are true, accurate and correct to the best of my knowledge and belief.

I hereby grant permission and/or authority to the above named institution(s) to release information relative to my school attendance, courses attended, and grade transcripts to the Morehouse Parish School Board and the Board=s administrative officers in order for them to determine/verify my eligibility for sabbatical leave; and, I understand by the completion of this document/authorization that I shall be responsible for the financial charges pursuant to the completion of the requirements for these institution(s). Part of the consideration for this authorization is the granting of my sabbatical leave. **This authorization shall not be revoked by me for any reason whatsoever.**

I do hereby attest that a photocopy of this document shall serve as an original for the purpose of releasing information to the Board and its staff.

I, the undersigned applicant, do hereby agree to comply with all provisions of Louisiana law and the policy and regulations of the Morehouse Parish School Board in regard to sabbatical leave.

\_\_\_\_\_  
Applicant=s Signature

\_\_\_\_\_  
Date of Completion of this Form

**Morehouse Parish School Board**  
**318-281-5784**

**4099 Naff Avenue**  
**Bastrop, LA 71220**

**APPLICATION FOR SABBATICAL MEDICAL LEAVE**  
**UNDER LOUISIANA REVISED STATUTE**  
**17:1170 et.seq.**

*F-10.1 Form 2*

**SABBATICAL MEDICAL LEAVE**

**IMPORTANT:** This application must be sent by certified mail to the attention of the Superintendent of Morehouse Parish Schools not less than sixty (60) calendar days prior to the starting date for which this sabbatical medical leave application is made. Should an applicant become ill during a semester, the request must be sent by certified mail to the attention of the Superintendent no less than thirty (30) days prior to the proposed starting date for the sabbatical medical leave.

Name: \_\_\_\_\_  
(Last) (First) (Middle I.)

Mailing Address: \_\_\_\_\_  
Applicant's Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

List the consecutive semesters of active service in the Morehouse Parish Public School System (Ex., 1/94-95 through 2/98-99)

Exact period for which leave is requested: \_\_\_\_\_

List the name of the physician who will verify that your present health status prevents you from conducting your assigned duties as an employee of the Morehouse Parish School Board:

The following must be completed by the Personnel Supervisor of the Morehouse Parish Public School System to verify the number of accumulated sick leave days the applicant has as of the date of the receipt of this application.

The applicant has \_\_\_\_\_ accumulated sick leave days remaining as of \_\_\_\_\_.

Verified by: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Signature of Personnel Supervisor

Please state the exact manner in which the requested sabbatical leave will be spent:

Name: \_\_\_\_\_

I, the undersigned applicant, do hereby acknowledge that, if this sabbatical leave is granted, I will be paid a salary equal to sixty-five percent (65%) of the salary [which is fixed at the inception of the sabbatical leave and will not change during the period of said sabbatical leave] that I would receive if I were employed full-time by the Morehouse Parish Public School System at the beginning of the period of this sabbatical leave. I hereby affirm that I will comply with all policies and regulations of the Morehouse Parish Public School System and the laws of the State of Louisiana regarding sabbatical leave enumerated in Title 17 of the Louisiana Revised Statutes, as amended.

As a condition of this sabbatical leave and to be eligible for compensation during such leave, I, the undersigned applicant, do hereby agree to return to service in the Morehouse Parish Public School System for one (1) semester for each semester of sabbatical medical leave which I may be granted herein, and that such service shall begin immediately at the expiration of the sabbatical medical leave period herein requested.

I further acknowledge that I am prohibited during the period of this sabbatical leave, if granted, to be employed gainfully for more than twenty (20) hours per week, and such work meets all of the requirements of Louisiana Revised Statute 17:1177, and has been approved by the Board of the Morehouse Parish Public School System. I further acknowledge that I am prohibited by state law [La. R.S. 17:1177(C)] from being employed during the period of this sabbatical medical leave, if granted, by any public or non-public school system within the United States of America, its territories or possessions.

I further affirm that all statements and representations made herein are true, accurate and correct to the best of my knowledge and belief.

I do hereby grant permission and/or authority to the above named physicians to release statements of my medical health status, both physical and/or emotional, to the Morehouse Parish School Board and the Board=s administrative officers in order for them to determine/verify my eligibility for sabbatical leave; and, I understand by the completion of this document/authorization that I shall be responsible for the financial charges pursuant to the completion of the statements from my physicians. **This authorization shall not be revoked by me for any reason whatsoever.**

Further, I do hereby attest that a photocopy of this document shall serve as an original for the purpose of releasing medical information to be Board and its staff.

\_\_\_\_\_  
Applicant=s Signature

\_\_\_\_\_  
Date of Completion of this Form

**A STATEMENT FROM A PHYSICIAN ATTESTING TO THE NEED FOR THE  
SABBATICAL MEDICAL LEAVE MUST BE PROVIDED ON THE ATTACHED FORM  
AND SENT DIRECTLY BY THE PHYSICIAN TO  
THE MOREHOUSE PARISH SCHOOL BOARD OFFICE**

**Morehouse Parish School Board**

P. O. Box 872  
4099 Naff Avenue

F-10.1 Form 3

Bastrop, LA 71221-0872

Prince Ella Williams, Personnel Supervisor

**Sabbatical Medical Leave  
Physician=s Statement as Required By  
Louisiana Revised Statute 17:1170 et.seq.**

*The information contained in this document is exempt from the public record laws of the State of Louisiana.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Exact period for which leave is requested:

1. Have you examined and/or treated this patient during the past two years? \_\_\_Yes \_\_\_ No
2. The date you last examined or treated this patient:
3. Current diagnosis and date of said diagnosis:

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

\_\_\_\_\_The probable duration of the patient=s condition:

4. Based on your current diagnosis:	Yes	No
a. Would this condition be considered within the parameters of a contagious or communicable disease?		
b. Would this condition normally cause the patient to be hospitalized?		
c. Is recuperation from the effects of this condition possible?		
d. Does this condition reduce the patient=s capabilities in the following area? Vision Hearing Speech Motion		
e. Does this condition prohibit the patient from conducting normal cognitive processes?		
f. Would this condition prohibit the patient from conducting the duties of a teacher?		
g. Based upon your examination and diagnosis, would part-time employment of the patient of twenty hours or less per week in any other job or occupation impair the purpose for which the sabbatical leave is required? <b>If no, how many hours per week could the employee work?</b>		

Please provide any additional information you feel pertinent in the School Board=s decision process as to whether or not to grant the sabbatical medical leave request made by this patient using the reverse side of this form.

I, the undersigned physician hereby swear or affirm that I am a physician licensed under the laws of the State of Louisiana (or the State of \_\_\_\_\_). I further certify under penalty of criminal prosecution for false swearing that I have examined the herein named patient/applicant for extended sick leave and have found that the medical condition stated above makes the leave herein medically necessary for the time period set forth above.

**SABBATICAL LEAVE RETURN TO WORK AGREEMENT**

I, the undersigned applicant, do hereby stipulate, agree, and contract as a condition for the granting of this sabbatical leave and in order to be eligible for compensation during said sabbatical leave, I shall return to service of the Morehouse Parish School Board in such teaching capacity as is assigned to me by the Morehouse Parish School Board upon my return following the expiration of my sabbatical leave which I understand to be one semester of teaching for each semester of sabbatical leave granted.

The only exception to the requirement stated in the immediately preceding paragraph is an incapacitating illness suffered by me as certified in writing by a license physician(s).

I further agree and contract for the consideration hereinabove stated that should I fail to return to service in the Morehouse Parish School System in the manner hereinabove stated, following the expiration of the sabbatical leave, I shall forfeit all compensation received during the sabbatical leave period and consent to the Morehouse Parish School Board taking all necessary steps, including but not limited to, the institution of legal proceedings in the Fourth Judicial District Court in and for the Parish of Morehouse, State of Louisiana, which venue is specifically agreed upon by me, in order for said school board to have returned to it all compensation received by me during the sabbatical leave. However, should upon the expiration of the sabbatical leave I immediately begin employment with a state-operated educational agency, city or parish school board, department, school, college, or university instead of returning to the Morehouse Parish School Board, I shall not be required to forfeit that portion of the compensation paid to me by the State of Louisiana while I was on sabbatical leave but I shall be required to immediately reimburse the Morehouse Parish School Board all salary paid to me by it while I was on sabbatical leave.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

### LEAVE FOR CONFERENCES AND VISITATIONS

Brief leave for the purposes of attending professional conferences, workshops, or engaging in school visitation may be granted teachers and other professional personnel with the prior written approval of the superintendent or his designee and the employee's immediate supervisor.

Such leave shall be granted in accordance with expected benefits to be derived from the employee's participation in the particular activity and with budgetary allotments for substitutes for such purposes.

Teachers and other professional personnel, at their own expense, will be permitted to attend the annual convention of state professional organizations.

### EXCHANGE TEACHING

The Morehouse Parish School board, upon the recommendation of the superintendent, may grant leave of absence of not more than two semesters for Exchange Teaching under the following provisions:

1. The applicant shall submit and have approved in advance, by the superintendent, a plan for an exchange of teaching service which will show the benefit to both the applicant and the school system. A final report shall be filed with the superintendent upon return from leave of absence for exchange teaching.
2. The Board shall pay an employee engaged upon an exchange of teaching service the same salary as he/she would receive if he/she were carrying his/her regular assignment, at the same time, and under the same conditions as for other teachers employed by the Board. The salary of the other teacher involved in the exchange of service shall be paid by the school he/she regularly serves
3. An employee, upon return from an exchange of teaching service, shall be assigned to a position within his/her field of certification, but the Board is not obligated to return the teacher to his/her former school or grade assignment.

## LEAVE FOR ILLNESS AND EMERGENCIES

Leave for illness and personal emergencies shall be granted teachers and other employees hired for the school year in accordance with state law.

1. All full time employees shall be governed by the following policy:

All employees as stated above, shall be entitled to a minimum of 10 days absence per school year because of personal illness or other emergencies, without loss of pay. Any portion of such sick leave not used in any years shall be accumulated to the credit of the employee without limitation. However, upon initial employment, an employee shall not be allowed any sick leave in a school year unless and until he/she reports for duty and actually performs work for the board during that school year at which time the ten days otherwise provided for in this section shall accrue.

A minimum of ten days of sick leave shall be allowed based on an employee beginning work at the beginning of a school year. The chart below indicates the number of paid sick days allowed based on the time of the school year the employee begins work.

<b>Begins Work</b>	<b>Paid Sick Days Allowed</b>
First month of school year	Ten days (10)
Second month of school year	Nine days (9)
Third month of school year	Eight days (8)
Fourth month of school year	Seven days (7)
Fifth month of school year	Six days (6)
Sixth month of school year	Five days (5)
Seventh month of school year	Four days (4)
Eighth month or thereafter	Three days (3)

- 2 An employee who utilizes more than their allotted or accumulated days shall be addressed in the following manner:

2 days over - counseled by the principal with documentation

5 days over - counseled by principal, appropriate central office supervisor with documentation

7 days over - counseled by principal, appropriate central office supervisor with documentation and determination as to future ways of action

- 3 Such sick leave when not used in any year shall be accumulated to the credit of the employee without limitation.

4. When an employee is absent six or more consecutive days because of personal illness, he/she shall present a certificate from a physician, physician's assistant or nurse practitioner certifying such illness.
5. Upon the retirement of any employee who is a member of a retirement system, or upon his/her death prior to retirement, the Board shall pay to such employees, or to his/her heirs or assignees, sick leave which has accrued to such employee, but which remains unused at the time of his/her retirement or at the time of his/her death prior to retirement, not to exceed 25 days of such unused sick leave. Such pay shall be at the rate of pay received by the teacher at the time of retirement or death prior to retirement.
6. All employees, upon accumulating unused sick leave, shall be entitled to and shall be allowed up to two days absence during each school year for urgent personal reason without loss or pay. Such leave will be deducted from unused sick leave already earned and accumulated.

EMERGENCY LEAVE: An emergency leave shall be granted for the reasons and under the conditions listed below:

1. Death in the family - Death in the immediate family shall be construed to be the existence of an emergency for a maximum of three days, one of which shall include the day of the funeral; all other days will not be considered emergencies.
2. Circumstances of such nature as to be beyond control, such as fire, flood, summons to appear in court, etc.
3. Marriage of employee: a maximum of three days leave shall be granted.
4. Other emergencies: There may be other circumstances which may necessitate the presence of the teacher such as to attend the funeral of a family member or close friend not covered as the "immediate family." There may be other legitimate reasons for being absent which should be classified as emergency. In all such cases, the teacher will confer with his/her principal. The principal will present the case to the superintendent, at which time an agreement will be reached. The principal will have an attachment on the absence monthly report noting the circumstances and agreement attached.

F-10.4a

#### SICK LEAVE BANK

(Medical Leave Assistance Program)

An employee who has depleted his/her accumulated sick, annual leave, and any extended leave available as a result of a seriously incapacitating and extended illness or injury may ask to receive donations of sick leave from other employees through the Sick Leave Bank (Medical Leave Assistance Program) in order that the ill/injured employee may receive income during the period when they are unable to work. The employee must have been a full time employee with the Morehouse Parish School System a minimum of three years.

Procedure for Requesting and Donating Sick Days:

1. The employee shall complete a Sick Leave Bank Request Form and submit it along with a completed "Physician's Statement" from two (2) physicians to the Personnel Supervisor.
2. If indicated by the employee on the "Sick Leave Bank Request Form," the Personnel Supervisor or designee shall post in appropriate locations through the school district the Sick Leave Bank Assistance Program Informational Notice. The notice, according to the wishes of the ill employee, can be in the employee's name or anonymous with only the anticipated length of illness stated.
3. Any employee wanting to make a donation can designate the donation in the name of the employee if provided or to the general sick leave pool. A "Sick Leave Bank Donation Form" obtained from the Personnel Supervisor must be completed by the employee.
4. The donor employee must submit the "Sick Leave Bank Donation Form" to the Personnel Supervisor no later than ten (10) working days from the date the information notice is issued.
5. Sick Leave Bank Pool grants shall be in units of not more than twenty (20) work days. This is only for employees of the Morehouse Parish School System who do not receive the total requested days.
6. Seriously incapacitating is defined as a non-work-related illness or injury which confines the employee to home or bed for an extended period of time. Childbirth is not considered a serious illness unless serious complications occur. Extended is defined as a period of six or more weeks of continuous absence from the job due to illness or injury. Two licensed medical doctors from two different medical practicing groups must verify the length of disability.  
  
Extended is defined as a period of six or more weeks of continuous absence from the job due to illness or injury. Two licensed medical doctors from two different medical practicing groups must verify the length of disability.
7. Individuals are not eligible for this program once they qualify for worker's compensation or disability retirement.
8. The maximum number of Sick Leave Bank days that can be granted in any one fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the Bank cause an employee to receive more than his/her annual base salary.
9. The Personnel Supervisor or designee shall submit the requested donation to a committee to initially either approve or disapprove each donation. The committee will be comprised of the Personnel Supervisor, a curriculum supervisor and a school nurse. The

Superintendent will review each recommendation from the committee for final approval or disapproval.

10. If more days are donated than are approved on the request form, the days will be added to the Sick Leave Bank Pool.
11. The Personnel Supervisor or designee shall notify donating employees whether their donations have been approved or disapproved no later than 10 days following receipt of the completed donor form.
12. If an employee does not use all of the days granted from the Bank, the unused Sick Leave Bank days will be returned to the Bank Pool.
13. No monetary consideration or remuneration of any kind may be paid to anyone by a donee to receive donated sick leave days nor may a donor accept a monetary consideration or remuneration of any kind to donate sick leave days. A violation of any of these provisions shall result in forfeiture of any sick leave days received by a donee and shall be considered an act of dishonesty and willful neglect of duty by the Morehouse Parish School Board and Superintendent of Schools.

#### Limitations on Donation:

1. The employee must make any donation voluntarily.
2. A donor employee may donate sick leave only if he/she has thirty (30) or more days of accumulated leave.
3. A donor employee may donate an unlimited number of sick leave days from those which he/she has accumulated days.
4. Days of leave, not the actual wage of the donor employee, will be donated.

#### Limitations on Requesting Donated Days

1. An employee must expend all accumulated sick leave days as well as any extended sick leave days allowed under Louisiana Law and Board policy -90 days over a six year period when requirements of the law are met.
2. Individuals are not eligible for this program once they qualify for worker's compensation or disability retirement.
3. The maximum number of Sick Leave Bank days that can be granted in anyone fiscal year will be the remaining number of duty days an employee is scheduled to work. In no case will the granting of leave from the Bank cause an employee to receive more than his/her annual salary.

#### Ownership of Donated Days

Once approved, donated leave shall not be returned or reimbursed to the donor employee. All donated leave becomes the property of the receiving employee. If an employee does not use all of the days donated, the unused Sick Leave Bank days will be returned to the Bank Pool.

### Confidentiality

Information regarding a donation shall be considered confidential and shall be communicated by district employees only on a need-to-know basis. All donations will be anonymous.

### Final Approval

Notwithstanding any other provision of this policy or law to the contrary, all final decisions relative to granting of leave from the Sick Leave Bank shall be made by the Superintendent of Schools.

**MOREHOUSE PARISH SCHOOL BOARD  
MEDICAL LEAVE ASSISTANCE PROGRAM  
SICK LEAVE BANK REQUEST FORM**

Please read carefully the requirements for participation in the Sick Leave Bank (Medical Leave Assistance Program) listed below, sign and submit to the Personnel Supervisor along with the Verification of Serious Illness or Injury Forms completed and signed by two (2) licensed medical doctors from two (2) different medical practicing groups. A copy of this form will be returned to you.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

School/Department \_\_\_\_\_

I request to participate in the Sick Leave Bank (Medical Leave Assistance Program) and verify the following:

1. I have depleted my accrued sick days, personal leave days, annual leave and all extended sick days I had available as a result of a seriously incapacitating extended illness or injury.
2. I understand that a seriously incapacitating extended illness or injury is defined as a non-work-related illness that confines me to home or bed and expected to last six (6) or more weeks as verified by two licensed health care practitioners. I further understand that childbirth is not considered a serious illness unless serious complications occur.
3. I understand that any donated leave will become my property as used and will not be returned to the donor employee. Unused donated sick leave will return to the Sick Leave Bank.
4. I understand that I am not eligible for this program once I qualify for Worker's Compensation or disability retirement.
5. I give my permission, if necessary, for the Personnel Supervisor to verify or request additional information and or documentation from either my doctor or a doctor of the school board's choosing.
6. Based on the latest medical prognosis, I anticipate I will need \_\_\_\_\_ days.
7. I understand that it is possible for my need for sick leave to be posted so that other employees may be made aware of my need. This can be done anonymously or in my name.
8. I authorize the Supervisor of Personnel Services as my agent to accept the donation of sick leave days on my behalf and for the Sick Leave Bank.
9. I understand that I must receive any donated days voluntarily and will not offer or provide any monetary incentives or remuneration of any kind to any employee of the Morehouse Parish School Board for donation of sick leave days. A violation of this provision will result in the forfeiture of all sick leave days donated and will be considered an act of dishonesty and willful neglect of duty of the Morehouse Parish School Board

CHECK ONE OF THE FOLLOWING:

- I request that my need for sick leave be posted in my name in the schools/departments.
- I do not wish that my need for sick leave be posted in my name in the schools/departments. Please post my need for Sick Leave anonymously.

\_\_\_\_\_  
Employee Signature (Recipient Employee)

\_\_\_\_\_  
Date

**MOREHOUSE PARISH SCHOOL BOARD**  
**MEDICAL LEAVE ASSISTANCE PROGRAM**

**Verification of Serious Illness/Physician=s Statement**

Name: \_\_\_\_\_ School/Department: \_\_\_\_\_

Diagnosis: \_\_\_\_\_  
\_\_\_\_\_

Prognosis: \_\_\_\_\_  
\_\_\_\_\_

**The employee will be unable to work B**

**FROM: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ TO: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_**

Physician=s **AOriginal@** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_

---

**To be completed by School Board Personnel and Sick Leave Committee Members:**

Employee has exhausted:	Accumulated Sick Leave Days	Yes _____	No _____	
	Annual Leave	Yes _____	No _____	
	Extended Leave	Yes _____	No _____	NA _____
Employee may be eligible for:	Workman=s Compensation	Yes _____	No _____	
	Disability Retirement	Yes _____	No _____	

RECOMMEND APPROVAL \_\_\_\_\_ RECOMMEND DISAPPROVAL \_\_\_\_\_

Committee Member \_\_\_\_\_  
Committee Member \_\_\_\_\_  
Committee Member \_\_\_\_\_

---

Sick leave bank for the above stated employee has been officially:

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MOREHOUSE PARISH SCHOOL BOARD  
MEDICAL LEAVE ASSISTANCE PROGRAM**

**EMPLOYEE DONOR FORM**

Please read carefully the requirements below prior to completing the Act of Donation of Accrued Sick Leave before a Notary Public.

1. You must have accrued thirty (30) or more days of sick leave.
2. You may donate an unlimited number of days from those you have accumulated.
3. Once donated, the leave becomes the permanent property of either the receiving employee or the Sick Leave Bank and will not be returned to you if unused.
4. You will be donating these days anonymously. Your name will not be given to the recipient.

**ACT OF DONATION OF ACCRUED SICK LEAVE DAYS**

STATE OF LOUISIANA

PARISH OF MOREHOUSE

BEFORE ME, the undersigned authority, a Notary Public duly commissioned and qualified, in and for the Parish of Morehouse, State of Louisiana, therein, residing, and in the presence of the witnesses hereinafter named and undersigned:

**PERSONALLY CAME AND APPEARED** \_\_\_\_\_,

ssn \_\_\_\_\_, (sometimes referred to hereinafter as ADONOR@), an employee of the Morehouse Parish School Board, who declared that he/she hereby irrevocably gives, grants and donates, inter vivos, unto

\_\_\_\_\_, ssn \_\_\_\_\_, (sometimes referred to hereinafter as ADONEE@), days of accrued sick leave of DONOR accrued while employed by the Morehouse Parish School Board.

And the said DONEE, appearing herein by and through the Personnel Supervisor pursuant to the authorization executed by DONEE, does hereby accept and acknowledge the donation of the aforesaid number of accrued sick leave days from DONOR subject to and in conformity with the policy of the Morehouse Parish School Board.

TO HAVE AND TO HOLD the said leave days unto the said DONEE forever, or if not used by the DONEE to be placed in the Sick Leave Bank of the Morehouse Parish School Board.

The parties hereto shall execute any and all other documents which may be from time to time necessary to carry out the intent and purposes of this donation.

Donor avers, under oath, that he/she has not received any monetary incentive or remuneration by anyone to make this donation.

**THUS DONE AND PASSED** on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_,

in the presence of the undersigned Notary Public and the undersigned competent witnesses, who hereunto sign their names with the donor after due reading of the whole.

WITNESSES:

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

\_\_\_\_\_  
DONOR

\_\_\_\_\_  
DONEE, by Personnel Supervisor

\_\_\_\_\_  
Notary Public

## **EXTENDED SICK LEAVE AND CATASTROPHIC AND LONG-TERM ILLNESS POLICY FOR TEACHERS, SCHOOL BUS OPERATORS AND SCHOOL EMPLOYEE**

All Aschool bus operators@ as defined by La. R.S. 17:500 and all Ateachers@ as defined by La. R.S. 17: 1200, and all "employees" as defined La. R.S. 17: 1205 (all of whom may be referred to as "employee" hereafter) shall be permitted to take up to ninety (90) days of extended sick leave in each six (6) year period of employment. The extended sick leave may be used for a medical necessity in the manner and as defined below. The extended sick leave may be used at any time that the school employee has no remaining regular sick leave balance. As used in this policy, the following terms shall have the following meanings:

- (1) "Child" means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen, or who is eighteen years of age but under twenty-four years of age and is a full-time student, or who is nineteen years of age or older and incapable of self-care because of a mental or physical disability.
- (2) "Immediate family member" means a spouse, parent, or child of an employee.
- (3) "Parent" means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.
- (4) A "medical necessity" is the result of a catastrophic illness or injury, which means a life-threatening, chronic or incapacitating condition of the employee or a member of the employee's immediate family which requires at least a ten (10) consecutive work days of absence.

Unused days of extended sick leave during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment.

The balance of days of extended leave available to a school employee shall transfer with that individual from one public school employer to another without loss of days and without restoration of days. Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee. All time while on extended sick leave is regular service time for all purposes for which service time is calculated or used.

Any school employee on extended sick leave shall be paid sixty-five (65%) percent of the salary paid to the employee at the time the extended sick leave begins. No school employee may undertake additional gainful employment while on extended sick leave, unless all of the following conditions are met:

- A. The employee can demonstrate that he/she will not be working more than twenty (20) hours a week in a part-time job that he/she has been working for not less than one hundred twenty (120) days prior to the beginning of any period of extended sick leave.

- B. The physician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended leave is required.

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

On every occasion that employee uses extended sick leave, a statement from a licensed physician certifying that it is a medical necessity, as defined above, for the employee to be absent for at least ten consecutive work days shall be presented prior to the extension of such leave, if it is practicable.

The statement from a physician required by the above paragraph may be presented and the extended sick leave may be requested subsequent to the employee's return to service if the physician's statement, together with any other required documentation, is presented to and the leave is requested from the Board within three (3) days after the employee returns to work. It shall be the employee's responsibility to obtain the certification from the physician and to have completed all necessary documentation.

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

If the physician so selected finds medical necessity, the leave may be granted. If the physician so selected by the Superintendent disagrees with the certification of the physician selected by the employee, the Superintendent of Schools may require the said employee or the immediate family member, as a condition for continued extension of sick leave, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the Board. All costs of an examination and any required tests by a third doctor shall be paid by the Board. The opinion of the third physician shall be determinative of the issue, subject to the leave approval by the Superintendent. The opinion of all physicians consulted as provided in this policy shall be submitted to the Superintendent on the form attached as Exhibit I, which shall be subject to the provisions of R.S. 14:125. The forms attached are the only acceptable certification.

Any extended sick leave day(s) taken by an employee counts toward the amount of days provided through the Family and Medical Leave Act of 1993, as amended. All information contained in any statement from a physician received pursuant to the requirements of this policy shall be confidential and shall not be subject to the public records law.

Employees suffering from catastrophic and long-term illness may exercise their rights under the Family & Medical Leave Act of 1993 or the Leave Without Pay policy of the Morehouse Parish School Board, policy F-10.8 or the Sick Leave Bank policy.

Each teacher granted maternity leave in accordance with the provisions of La.R.S. 17:1211 and the Board's policy and who has no remaining sick leave balance available to take, may take in the manner provided in this extended leave policy up to thirty days extended leave in each six year period of employment for personal illness related to the purpose for which the maternity leave was granted and on every occasion that a teacher uses extended sick leave for such purpose, a statement from a licensed physician certifying that the extended sick leave is for personal illness related to the purpose for which maternity leave was granted shall be presented prior to the extension of such leave.

Notwithstanding any other provision of law or this policy manual to the contrary, all decisions relative to granting of extended leave shall be made by the Superintendent of Schools.

MOREHOUSE PARISH SCHOOL BOARD  
P.O. Box 872  
Bastrop, Louisiana 71221-0872  
(318) 281-5784

**Medical Certification Required for Employees on Extended Leave**  
(Use if Certification Prior to Leave)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. I recognize that for the purpose of this certification a "medical necessity" is the result of a catastrophic illness or injury, which means a life-threatening, chronic or incapacitating condition of the employee or a member of his immediate family which requires the employee to be absent from work for at least ten (10) consecutive work days.
2. Date the medical necessity began: \_\_\_\_\_
3. The probably duration of the medical necessity: \_\_\_\_\_
4. Appropriate medical facts regarding the condition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Date patient (employee or family member) was last examined or treated: \_\_\_\_\_  
\_\_\_\_\_
6. Period of time of leave requested for employee's medical necessity of that of an immediate family member: \_\_\_\_\_
7. Would part-time employment of twenty hours or less per week impair the purpose for which the extended sick leave is required? \_\_\_\_\_ Yes \_\_\_\_\_ No. If no, how many hours per week could the employee work? \_\_\_\_\_
8. Dates leave requested: \_\_\_\_\_

I, the undersigned Physician, Physician Assistant or Nurse Practitioner hereby swear or affirm that I am a Physician, Physician Assistant or Nurse Practitioner licensed under the laws of the State of Louisiana (or the State of \_\_\_\_\_). I further certify under penalty of criminal prosecution for false swearing that I have examined the herein named patient/applicant of extended sick leave and have found that the medical necessity stated above makes the leave herein medically necessary for the time period set forth above.

Physician's, Physician's Assistant or Nurse  
Practitioner's Name and Address:

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

\_\_\_\_\_  
Telephone: \_\_\_\_\_

Physician's, Physician's Assistant or Nurse  
Practitioner's Signature:

\_\_\_\_\_

NOTE: A signature stamp cannot be accepted,  
an original signature is required.

Date Signed: \_\_\_\_\_

*Exhibit 2 to  
Policy F-10.4*

MOREHOUSE PARISH SCHOOL BOARD  
P.O. Box 872  
Bastrop, Louisiana 71221-0872  
(318) 281-5784

**Medical Certification Required for Employees on Extended Leave**  
(Use if Certification After Leave Taken)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. I recognize that for the purpose of this certification a "medical necessity" is the result of a catastrophic illness or injury, which means a life-threatening, chronic or incapacitating condition of the employee or a member of his immediate family which requires the employee to be absent from work for at least ten (10) consecutive work days.
2. Date the medical necessity began: \_\_\_\_\_
3. The duration the medical necessity lasted: \_\_\_\_\_
4. Appropriate medical facts regarding the condition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If the request is for intermittent leave or leave on a reduced schedule, the dates on which treatment was given and the duration of such treatments must be stated here: \_\_\_\_\_  
\_\_\_\_\_
6. Date patient (employee or family member) was last examined or treated: \_\_\_\_\_  
\_\_\_\_\_
7. Period of time of leave requested for employee's medical necessity of that of an immediate family member: \_\_\_\_\_
8. Would part-time employment of twenty hours or less per week impair the purpose for which the extended sick leave is required? \_\_\_\_\_ Yes \_\_\_\_\_ No. If no, how many hours per week could the employee work? \_\_\_\_\_
9. Dates leave requested: \_\_\_\_\_

I, the undersigned physician hereby swear or affirm that I am a physician licensed under the laws of the State of Louisiana (or the State of \_\_\_\_\_). I further certify under penalty of criminal prosecution for false swearing that I have examined the herein named patient/applicant of extended sick leave and have found that the medical necessity stated above makes the leave herein medically necessary for the time period set forth above.

Physician's Name and Address:

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

Telephone: \_\_\_\_\_  
Physician's Signature:

\_\_\_\_\_  
NOTE: A signature stamp cannot be accepted.  
Must be physician's original signature

Date Signed: \_\_\_\_\_

MOREHOUSE PARISH SCHOOL BOARD  
P.O. Box 872  
Bastrop, Louisiana 71221-0872  
(318) 281-5784

**Medical Certification Required for Employees on Extended Leave  
Maternity Purposes**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. I recognize that for the purpose of this certification that the teacher who is the applicant has a personal illness related to the purpose for which a maternity leave was granted.
2. Date the medical condition began: \_\_\_\_\_
3. The probably duration of the medical condition: \_\_\_\_\_
4. Appropriate medical facts regarding the condition \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Date patient was last examined or treated: \_\_\_\_\_
6. Period of time of leave requested for teacher's personal illness related to purposes for which maternity leave was granted: \_\_\_\_\_
7. Dates leaves requested: \_\_\_\_\_

I, the undersigned physician hereby swear or affirm that I am a physician licensed under the laws of the State of Louisiana (or the State of \_\_\_\_\_). I further certify under penalty of criminal prosecution for false swearing that I have examined the herein named patient/applicant of extended sick leave and have found that the personal illness of the teacher is related to the purposes for which the teacher's maternity leave was granted and the leave is medically necessary for the time period set forth above.

Physician's, Physician's Assistant or Nurse  
Practitioner's Name and Address:

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

Physician's, Physician's Assistant or Nurse  
Practitioner's Signature:

\_\_\_\_\_  
NOTE: A signature stamp cannot be accepted.  
Must be physician's original signature

Date Signed: \_\_\_\_\_

Telephone: \_\_\_\_\_

## OTHER POLICIES RELATING TO LEAVE FOR ILLNESS AND EMERGENCIES

1. All leave taken because of personal illness and other emergencies will be charged against the amount of sick leave allowed and accumulated as prescribed by law.
2. Any employee of the Morehouse Parish School Board who is injured or disabled while acting in his official capacity as a result of 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 or battery. However, such member of the staff shall be required to present a certificate from a physician certifying such injury and disability.
3. Any school employee who while acting in his official capacity is injured or disabled 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 up to one calendar year without reduction in pay and without reduction in accrued sick leave days while injured or disabled as a result of rendering such assistance. Such employee shall be required to present a certificate from a physician selected by the employee certifying such injury or disability.

If the school board questions the validity or accuracy of the physician certification provided for in this Subparagraph, the board may require the employee to be examined by a physician selected by the board. In such a case, the board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the board certifies the injury or disability, the leave shall be granted. If the physician selected by the school board disagrees with the certificate of the physician selected by the employee then the board may require the employee to be examined by a third physician whose name appears next in the rotation of the physicians on a list established by the local medical society for such purpose and maintained by the board. All costs of an examination and any tests required by a third physician shall be paid by the board. The opinion of the third physician shall be determinative of the issue. The opinion of each physician consulted as provided in this Subparagraph shall be submitted to the board in the form of a sworn statement which shall be subject to the provisions of R.S. 14:125.

4. The sick leave authorized by subsections 3. and 4. above shall be in addition to all other sick leave authorized, provided that additional sick leave earned during the period of disability as a result of such assault and battery 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 other manner except as authorized in this subsection.
5. Any teacher who is injured or disabled while acting in his official capacity shall be entitled to weekly wage benefits under the worker=s compensation law of the state of Louisiana and/or to sick leave benefits, at his option, but in no event shall such benefits exceed the total amount of the regular salary the employee was receiving at the time the injury or disability occurred.
6. In any case in which an employee supplements worker=s compensation with accumulated or extended sick leave, the amount of sick leave used shall be calculated on an hourly basis and deducted from the employee=s total accumulated unless subsections 3. or 4. apply.
7. Attendance at professional meetings at the request of or with the permission of the superintendent will not be charged against sick leave.

## 8. REPORTING ABSENCES

Principals and other department heads are directed to report the absences of all personnel, including their own absences, on the monthly report forms provided. Time charged against sick leave for an absence shall be for that day, or days, or for that portion of a work day, for that category of employee, that is closest to but not less than the duration of the absence, in these amounts: 1/4 day, 2 day, 3/4 day, 1 day.

**Example:** An employee whose work day is eight hours long and who is absent 6 and 2 hours shall be charged for 1 days= absence.

- Exceptions:**
1. An employee who must be absent from work for less than two hours and for reasons acceptable to his department head or principal will not be charged for leave time, provided that no class is left unsupervised because of that absence.  
Repeated absences of this type must be communicated to the superintendent or his designee.
  2. Employees with unencumbered periods and with valid reasons to leave the campus, as determined and verified by the building principal or appropriate authority, will not be charged for leave time, but must return to their assignment prior to the beginning of the next class.

## TARDINESS

Employees who are habitually tardy or who leave the job site prior to employee dismissal time will have that fact recorded and verified and will be counseled with. Continued tardiness or continued early departure will be investigated to determine whether the employee is in willful neglect of his job responsibilities. These matters are to be handled by the building principal or appropriate authority, who will follow personnel evaluation guidelines in recording, investigating, and referring the matter for further action.

F-10.5

## MATERNITY LEAVE

All women teachers and other women employees of the Morehouse Parish School Board who are permanently employed by the Board shall be eligible for maternity leave (leave without pay). This category does not include temporary or substitute employees subject to replacement by a permanent employee.

### APPLYING FOR MATERNITY LEAVE

A pregnant employee may remain on the job as long as she is performing her duties competently as determined by her immediate supervisor. To apply for maternity leave the employee fills out a "Maternity Leave Request" form, giving as much advance notice as possible. Copies of this form are available at the personnel office.

### RETURNING TO WORK

To return to work the employee provides a physician's statement giving the date that she will be medically able to return to work. After she returns to work, her immediate supervisor will complete

and sign a form indicating that fact and the date she returned. The supervisor will then turn in the form to the personnel office, no later than two days following her return to work.

#### CONSECUTIVE LEAVES

Permanently employed pregnant employees are eligible for consecutive maternity leave; time and other factors applying as for single maternity leaves.

#### OPTION: USE OF SICK LEAVE

Permanently employed pregnant employees shall be advised that they may elect to use accumulated sick leave days in lieu of maternity leave, provided that a physician certifies that they are medically disabled from performing their duties and states the beginning and tentative ending date of such leave.

#### EXTENDED SICK LEAVE

See Extended Sick Leave, F-10.4.

F-10.5.1

#### ADOPTIVE LEAVE

The School Board shall grant leaves of absence not to exceed thirty (30) days to regularly employed teachers after the legal adoption of a child. If multiple children are adopted on the same date, the event shall be considered a single qualifying event. The granting of such leave shall not affect any of the tenure rights which the teacher may have acquired under the provisions of law. The word "teacher" as used herein shall include any member of the teaching staff and any social worker or school psychologist who holds a valid professional ancillary certificate in social work or school psychology. The employee seeking such leave should apply at the personnel office. The employee may use any remaining sick leave days. This type of leave is not applicable to temporary or substitute employees subject to replacement by a permanent employee.

F-10.6

#### MILITARY LEAVE

1. The Morehouse Parish School Board shall grant leaves of absence to any employee serving in the military service or in the armed forces of the United States for a period dating from induction, enlistment, enrollment or call to service.
2. The employee shall continue to accrue sick leave, annual leave, vacation leave, military leave, holiday pay and any paid leave, offered by the Board, pursuant to the Board's stated leave of absence policy, which would have accrued if continuously employed.
3. All employees granted a military leave of absence are requested to inform the superintendent at least once a year as to their location and at least thirty (30) days prior to their prospective release from duty.

4. The military leave of absence of a person who re-enlists at the expiration of his/her first tour of duty shall be canceled.
5. All employees of the Morehouse Parish School Board who are members of the Officers= Reserve Corps of the Army of the United States, or the National Guard of the United State, the Naval Reserve, the Citizens Military Training Corps, or the Civil Air Patrol, either as officers or enlisted men, are entitled to military leave of absence from their respective duties, without loss of pay, time, annual leave or efficiency rating, on all days which they are ordered to duty with troops or at field exercises, or for instruction, for periods not to exceed 15 days in any one calendar year; and when relieved from duty, they are to be restored to the positions held by them when ordered to duty.
6. Employees who have obligations to serve military training periods (i.e. two weeks' short tour) should serve during the time that there will be the least amount of hardship caused the system by his/her absence.

Any employee of the Morehouse Parish School Board called to active duty service in the uniformed services of the United States pursuant to a declaration of war, congressional authorization, or presidential proclamation pursuant to the War Powers Resolution, or National Emergency, whose military pay is less than his pay from the Morehouse Parish School Board shall be paid the difference between his military pay and his pay at the Morehouse Parish School Board in his regular position. The payment shall be made in the same frequency and manner as the employee=s regular pay from the Morehouse Parish School Board. The employee receiving the pay differential shall provide to the personnel office of the Morehouse Parish School Board all such documentation to insure that the amount of payment is accurately calculated including, but not limited to a letter or other documentation setting forth the pay schedule and a copy of the employee=s military orders.

Any employee who leaves employment in order to perform service in the uniform services shall be treated as being on military leave of absence during the period of service in the uniformed services, provided that he notify the Morehouse Parish School Board in writing of the intent to return to, a position in accordance with Louisiana law, including but not limited to, La. R.S. 29:410.

F-10.7

#### LEAVE FOR MARRIAGE

An employee who becomes married during the school session shall be granted three (3) consecutive school days (including the day of the marriage) without loss of pay. These days shall be charged against accumulated sick or emergency leave.

The request for a leave of absence to be married shall be in writing and, to be authorized, must be submitted to the superintendent two (2) weeks before the first day of leave.

LEAVE WITHOUT PAY  
AND  
FAMILY AND MEDICAL LEAVE ACT OF 1993

It is the policy of the Morehouse Parish School Board that it will comply with the Family And Medical Leave Act Of 1993 and to otherwise grant leave without pay in accordance with the following procedures:

- I. FAMILY AND LEAVE MEDICAL ACT OF 1993
  - A. Eligible Employees
    - (1) Any employee who was employed for at least twelve (12) months from which the leave is requested; and
    - (2) Has worked at least 1,250 hours during the previous twelve (12) month period.
  - B. Amount of Leave
    - (1) Any eligible employee, subject to restrictions hereinafter noted, is entitled to a total of twelve (12) work weeks of leave during any twelve (12) month period.
  - C. Allowable Purposes of Leave
    - (1) To care for the employee's newborn child after birth.
    - (2) To care for a child after placement of a child with the employee for adoption or foster care.
    - (3) To care for an employee's spouse, son, daughter or parent if such relative has a "serious health condition" as defined below.
    - (4) Because of a "serious health condition" that makes the employee unable to perform the functions of his or her job.
  - D. Definitions
    - (1) Serious health condition - an illness, injury, impairment or physical or mental condition involving:
      - (a) Inpatient care in a hospital, hospice or other residential care facility; or
      - (b) Continuing treatment by a health care provider.
    - (2) Son or daughter - includes any biological child, an adopted or foster child, step-child, legal ward, or "child of a person standing in loco parentis" if the child is under 18 years old or incapable of self-care because of mental or physical disability.

- (3) Parent - includes biological parent or "an individual who stood in loco parentis to an employee" when the employee was a child.
- (4) Highly Compensated Employee - a salaried employee whose salary is among the highest 10% paid by the Morehouse Parish School Board.

E. Types of Leave

- (1) Family leave - leave taken pursuant to Section C. (1) and (2); may not be taken intermittently or on a reduced schedule absent extremely unusual situation and approved by Morehouse Parish School Board.
- (2) Medical leave - leave taken pursuant to Section C. (3) and (4); may not be taken intermittently or on a "reduced schedule" which is a leave scheduled that reduces the usual number of hours per work week or hours per work day of the employee.
- (3) If employee requests intermittent leave or leave on a reduced schedule, the Morehouse Parish School Board may transfer the employee temporarily to another position with equivalent pay and benefits which better accommodates the requested reduced schedule.

F. Job Benefits, Pay and Protection

- (1) Except as provided below, an employee will not be paid by the Morehouse Parish School Board while on leave.
- (2) The employee may elect, or the Morehouse Parish School Board may require, the employee to substitute any accrued paid vacation leave, personal leave or family leave to which the employee may otherwise be entitled for any part of the leave taken pursuant to Section C (1), (2) or (3) or (4). The utilization of vacation leave, sick leave, medical leave, personal leave or other family leave to which the employee may be entitled shall run concurrently with the leave taken and shall not grant the employee additional leave time.
- (3) The employee will be continued coverage under any group health plan. Group healthcare insurance coverage will continue for employees on leave as if they were still working. **Employees who are granted an approved leave of absence without pay under this policy are advised to arrange to pay the total premiums during their absence. If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the Morehouse Parish School Board receives the total premium payments by the normal payroll dates. The personnel office of the Morehouse Parish School Board will provide a schedule of payments and amounts and due dates at the beginning of any unpaid leave of absence. Should the employee not pay the total premiums, the insurance will be canceled by the provider.** Benefit entitlements based on length of service will be calculated as of the last paid workday before the start of the unpaid absence. If an employee chooses not to return to work, or does not stay at work for at least thirty days upon return (for reasons other than retirement), after an approved unpaid leave of absence, the Morehouse Parish School

Board shall recover from the employee the cost of any payments made to maintain the employee's group health or other insurance, unless the failure to return is because of a serious health condition or reason beyond the employee's control.

- (2) Upon return from leave, the employee will be restored to the same position that the employee held when leave commenced or to a position equivalent to the former position in terms of benefits, pay and other terms and conditions of employment without loss of any employment benefit accrued prior to the date leave commenced, but employees who take such leave are not entitled to accrual of additional seniority or benefits while on leave.

G. The Morehouse Parish School Board may refuse to restore an employee who is "Highly Compensated" to the same or equivalent position upon return if:

- (1) Such refusal is necessary to prevent substantial and grievous economic injury to the Morehouse Parish School Board.
- (2) The Morehouse Parish School Board promptly notifies the employee of its intention to invoke this exception, and
- (3) After such notification the employee elects not to return to work.

H. Advance Notice And Medical Certification

- (1) Morehouse Parish School Board requires the employee to provide advance leave and medical certification. The leave may be denied if the requirements are not met as set forth herein below.
- (2) The employee must ordinarily provide at least thirty (30) days advance notice when the leave is foreseeable. Where the need is not foreseeable thirty (30) days in advance, the employee must provide as much notice as practicable.
- (3) The Morehouse Parish School Board will require timely medical certification from a health care provider in support of the request for leave because of a serious health condition, and may require second or third opinions (at the expense of the Morehouse Parish School Board). The certification should at a minimum state:
  - (a) The date on which the serious health condition began,
  - (b) The probable duration,
  - (c) The "appropriate medical facts" about the condition, and
  - (d) If leave is sought under C.(3) - that the employee is needed to care for the relevant family member and an estimate of how long such care will be needed,
  - (e) If leave is sought under C.(4) - that the employee is unable to perform the functions of his position,
  - (f) If the request is made for intermittent leave or leave on a reduced schedule the statement must also state the dates on which treatment will be given and the duration of such treatments and (i) if sought pursuant to Section C.(4) the statement of medical necessity for

such intermittent or reduced leave and the expected duration of that necessity or (ii) if sought pursuant to Section C.(3) a statement that such intermittent or reduced schedule leave is necessary for the care of the family member, and that the expected duration of that necessity.

- (4) The Morehouse Parish School Board will require an employee on leave to periodically report regarding his intention to return to work at such times as are reasonable as requested by the Morehouse Parish School Board.
- (5) As a condition of restoring the employee returning from medical leave to employment, the employee must provide a certification from a health care provider stating that the employee has the physical ability to resume work. This certification is limited to the condition that entitled the employee to the leave and complies with the job relatedness of the employee's work condition.

I. Confidentiality

- (1) All records regarding medical certification, like all other employee medical records, will be treated as confidential and kept in separate files.

J. Time Limits

- (1) The entitlement to leave pursuant to Section C (1) and (2) expires twelve (12) months after the date of birth or placement.
- (2) If spouses are employed by the Morehouse Parish School Board the aggregate number of work weeks of leave to which both are entitled is limited to twelve (12) weeks during any twelve (12) month period if leave is taken pursuant to Section C (1) or (2), or to care for a sick parent under Section C (3).

K. Special Rules

- (1) There are additional special rules for school employees provided by Section 108 of the Family and Medical Leave Act of 1993. A copy of Section 108 is attached and made a part of this policy.

L. Implementation

- (1) The Morehouse Parish School Board shall not interfere with, restrain or deny the exercise of or the attempt to exercise any right granted under the Act.
- (2) The Morehouse Parish School Board will not discharge or in any other manner discriminate against any individual for opposing a practice made unlawful by the Act or by involvement in any proceeding or inquiries under or related to the Act.
- (3) The Morehouse Parish School Board and its employees shall comply with all provisions of the Act.

II. LEAVE WITHOUT PAY UNDER LOUISIANA STATE LAW

A. Mandatory Leave Without Pay

- (1) The Superintendent shall grant a leave of absence, without pay, to any regularly employed teacher or other employee who is a president of a statewide professional education organization with a membership of more than 10,000 members, during his or her term of office, not to exceed two (2) years. The granting of such leave shall not affect any tenure rights which may have been previously acquired.
- B. Discretionary Leave Without Pay
- (1) The Superintendent may, in its discretion, grant a leave without pay for periods not exceeding one year to any regularly employed teacher or other employee if it is determined by the Superintendent it is in the best interest of the Morehouse Parish School System.
- C. Requirements For Discretionary Leave Without Pay
- (1) Request must be in writing stating specifically the reason for the request and the duration of the leave requested. The request must be received so that Superintendent's action may be taken prior to the beginning of the leave unless there is an extraordinary circumstance involved.
  - (2) The Superintendent must determine the leave is in the best interest of the school system.
  - (3) If the leave is requested for professional improvement, the request shall follow the guidelines of persons requesting sabbatical leave.
  - (4) If the leave is requested for rest and recuperation, the employee shall provide evidence of such need from two practicing physicians who are not members of the same office or medical group. The Superintendent, at the Board's expense, may require and obtain a third medical opinion.
  - (5) Discretionary leave without pay not for professional improvement, rest or recuperation or under a cause provided by the Family Medical Leave Act of 1993 will customarily not be granted.
  - (6) Granting of leave without pay under this section shall not affect any tenure rights which the applicant may have acquired prior thereto.
  - (7) A leave without pay may be granted by the Superintendent to the employee in an emergency situation pending final consideration.
  - (8) An employee granted leave without pay may not during the leave period be employed by any entity other than the Morehouse Parish School Board without specific written permission and authority from the Morehouse Parish School Board.
  - (9) Any employee granted leave without pay under this section will be continued coverage under any group health plan if the employee desires. The employee must arrange to pay the full premium during the absence. The employee is responsible for insuring the Morehouse Parish School Board receives the premium payments by the normal payroll dates. Should

the employee not pay his or her premium, the insurance will be cancelled by the provider.

### III. UNAUTHORIZED LEAVE

- A. Any employee who is absent from his assigned work must have had approved one of the following authorized leaves:
- |                         |   |
|-------------------------|---|
| (1) Sabbatical leave    | (8) Leave for conferences and visitations |
| (2) Leave without pay   | (9) Exchange teaching                     |
| (3) Sick leave          | (10) Leave for marriage                   |
| and                     | (11) Leave pursuant to Family             |
| (4) Personal leave      | Medical Leave Act of                      |
| 1993                    |   |
| (5) Leave for jury duty | (12) Extended Sick Leave                  |
| (6) Maternity leave     |   |
| (7) Military leave      |   |
- B. Any employee who is absent from work and who has not received an authorized leave shall be considered on unauthorized leave.
- C. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave.
- D. Any employee on unauthorized leave shall be subject to dismissal and/or other disciplinary actions.

EXHIBIT 1

(To Policy F-10.8)

IV. SPECIAL RULES CONCERNING EMPLOYEES OF LOCAL EDUCATIONAL AGENCIES; 29 U.S.C. 2618 - Section 108

(a) Application

(1) IN GENERAL - Except as otherwise provided in this section, the rights (including the rights under section 104, which shall extend throughout the period of leave of any employee under this section), remedies, and procedures under this title shall apply to -

- (a) any "local educational agency" (as defined in section 1471(12) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2891(12) and an eligible employee of the agency; and
- (b) any private elementary or secondary school and an eligible employee of the school.

(2) DEFINITIONS - For purposes of this application described in paragraph (1):

- (a) Eligible Employee - The term "eligible employee" means an eligible employee of an agency or school described in paragraph (1).
- (b) Employer - The term "employer" means an agency or school described in paragraph (1).

(b) Leave Does Not Violate Certain Other Federal Laws -

A local educational agency and a private elementary or secondary school shall not be in violation of the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), or title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), solely as a result of an eligible employee of such agency or school exercising the rights of such employee under this title.

(c) Intermittent Leave or Leave On a Reduced Schedule For Instructional Employees -

(1) IN GENERAL - Subject to paragraph (2), in any case in which an eligible employee employed principally in an instructional capacity by any such educational agency or school requests leave under subparagraph (C) or (D) of section 102(a)(1) that is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the agency or school may require that such employee elect either -

- (a) to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- (b) to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified, and that -
  - (i) has equivalent pay and benefits; and
  - (ii) better accommodates recurring periods of leave than the regular employment position of the employee.

- (2) APPLICATION - The elections described in subparagraphs (A) and (B) of paragraph (1) shall apply only with respect to an eligible employee who complies with section 102(e)(2)
- (d) Rules Applicable To Periods Near the Conclusion Of An Academic Term - The following rules shall apply with respect to periods of leave near the conclusion of an academic term in the case of any eligible employee employed principally in an instructional capacity by any such educational agency or school:
  - (1) LEAVE MORE THAN 5 WEEKS PRIOR TO END OF TERM-If the eligible employee begins leave under section 102 more than 5 weeks prior to the end of the academic term, the agency or school may require the employee to continue taking leave until the end of such term, if
    - (A) the leave is of at least 3 weeks duration; and
    - (B) the return to employment would occur during the 3 week period before the end of such term.
  - (2) LEAVE LESS THAN 5 WEEKS PRIOR TO THE END OF TERM - If the eligible employee begins leave under subparagraph (A), (B), or (C) of section 102 (a)(1) during the period that commences 5 weeks prior to the end of the academic term, the agency or school may require the employee to continue taking leave until the end of such term if -
    - (A) the leave is of greater than 2 weeks duration; and
    - (B) the return to employment would occur during the 2 week period before the end of such term.
  - (3) LEAVE LESS THAN 3 WEEKS PRIOR TO END OF TERM - If the eligible employee begins leave under subparagraph (A), (B), or (C) of section 102(a)(1) during the period that commences 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the agency or school may require the employee to continue to take leave until the end of such term.
- (e) RESTORATION TO EQUIVALENT EMPLOYMENT POSITION - For purposes of determinations under section 104(a)(1)(B) (relating to the restoration of an eligible employee to an equivalent position), in the case of a local educational agency or a private elementary or secondary school, such determination shall be made on the basis of established school board policies and practices, private school policies and practices, and collective bargaining agreements.
- (f) REDUCTION OF THE AMOUNT OF LIABILITY - If a local educational agency or a private elementary or secondary school that has violated this title proves to the satisfaction of the court that the agency, school, or department had reasonable grounds for believing that the underlying act or omission was not a violation of this title, such court may in the discretion of the court, reduce the amount of the liability provided for under section 107(a)(1)(A) to the amount of such section.

## OTHER POLICIES RELATING TO LEAVE FOR ILLNESS AND EMERGENCIES

1. All leave taken because of personal illness and other emergencies will be charged against the amount of sick leave allowed and accumulated as prescribed by law.
2.
  - A. A school bus operator as defined in R.S. 17:500 who is injured in his official capacity as a result of physical assault and battery by any student or person and is disabled as a result of such injury and cannot perform his functions as a school bus operator, shall receive sick leave without reduction in pay while disabled as a result of such injury. If a school bus operator is absent for six or more consecutive days as a result of such disability, he shall be required to present a certificate from a physician certifying the disability. The sick leave authorized by this Section shall be in addition to all other sick leave authorized by R.S. 17:500, provided that additional sick leave for disability as a result of physical assault and battery 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 other manner except as authorized in this section.
  - B. At any time during the period of certified disability, if the School board questions the validity of the physician certification, the Board may require the school bus operator to be examined by a physician selected by the board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board certifies the disability, the leave shall be granted or continued as appropriate. If the physician selected by the Board disagrees with the certification of the physician selected by the school bus operator, the Board may require the school bus operator to be examined by a third physician whose name appears next in the rotation of physicians on a list established by the local or state medical society for such purpose and maintained by the Board. All costs of an examination and any tests required by a third physician shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.
  - C.
    - (1) The School Board shall not reduce the pay or accrued sick leave of a school bus operator who is absent from his duties to seek medical attention or treatment as a result of an injury as provided in this Section.
    - (2) If the school bus operator's physician determines that he is able to return to active service as a school bus operator with restrictions and the Board does not allow the school bus operator to return to active service as a school bus operator subject to those restrictions, then the school bus operator's leave shall be granted or continued, as appropriate, as provided in this subsection.
  - D. As used in this section, "disabled" or "disability" means unable to or the inability to perform the essential functions of the job of a school bus operator.
3.
  - A. As used in this subpart, except in R.S. 17:1201, the words "teacher" or "teaching staff" shall include any member of the teaching staff of a public school in the state of Louisiana and any social worker, guidance counselor, or school psychologist employed by a city, parish, or other local public School Board in the state who holds, as applicable, a valid professional ancillary certificate in school social work, guidance counseling, or school psychology issued by the state Department of Education.
  - B. As used in R.S. 17:1201, the words "teacher" or "teaching staff" shall include any person employed by a city, parish, or other local public School Board in the state of Louisiana who holds a valid teaching certificate issued by the state Department of Education and

any social worker, guidance counselor, or school psychologist employed by a city, parish, or other local public School Board in the state who holds, as applicable, a valid professional ancillary certificate in school social work, guidance counseling, or school psychology issued by the state Department of Education.

- C. As used in this subsection “disabled” or “disability” means unable to or the inability to perform the essential functions of the job the member of the teaching staff or employee was performing at the time of his injury.
  - D. Any member of the teaching staff of the public schools who while acting in his official capacity is disabled 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 up to one calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Such member of the teaching staff shall be required to present a certificate from a physician selected by the teaching staff member certifying the disability. Nothing in this subsection shall prohibit a city, parish, or other local public School Board from extending this period beyond one calendar year.
  - E. (i) At any time during the period of certified disability, if the School Board questions the validity of the physician certification provided for in this section, the Board may require the teaching staff member to be examined by a physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board certifies the disability, the leave shall be granted or continued as appropriate. If the physician selected by the Board disagrees with the certificate of the physician selected by the staff member, then the Board may require the staff member to be examined by a third physician whose name appears next in the rotation of physicians on a list established by the local or state medical society for such purpose and maintained by the Board. All costs of an examination and any tests required by a third physician shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.
    - (ii) The opinion of each physician consulted as provided in this subparagraph shall be submitted to the School Board in the form of a sworn statement that shall be subject to the provisions of R.S. 14:125.
    - (iii) The Board shall not reduce the pay or accrued sick leave of a member of the teaching staff who is absent from his duties to seek medical attention or treatment as a result of an injury as provided in this subsection.
    - (iv) If the member of the teaching staff’s physician determines that the member is able to return to active service as a member of the teaching staff with restrictions and the Board does not allow the member to return to active service as a member of the teaching staff subject to those restrictions, then the member’s leave shall be granted or continued as provided in this subsection.
4. A. (i) An employee of a city, parish, or other local public School Board, as the word “employee” is defined in R.S. 17:1205, who is disabled while acting in his official capacity as a result of 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 or battery; however, if the employee is absent for six or more consecutive days as a result of such disability, he shall be required to present a certificate from a physician certifying the disability. If the employee who is receiving sick leave without reduction as defined in this section begins to draw his benefit from the Teacher’s

Retirement System of Louisiana or the Louisiana School Employees' Retirement System, the leave shall cease.

(ii) The sick leave authorized by this section shall be in addition to all other sick leave authorized by R.S. 17:1206, provided that additional sick leave for disability as a result of assault or battery 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 authorized by this section.

(iii) An employee of the parish or city School Boards of this state, as the word "employee" is defined in R.S. 17:1205 who is disabled while acting in his official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk or injury to the student, shall receive sick leave for a period up to ninety days without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance. Such employee shall be required to present a certificate from a physician certifying the disability. Nothing in this section shall prohibit a city or parish School Board from extending this period beyond ninety days.

(iv) At any time during the period of certified disability, if the School Board questions the validity or accuracy of the physician certification, the Board may require the employee be examined by a physician selected by the Board. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician selected by the Board certifies the disability, the leave shall be granted or continued as appropriate. If the physician selected by the Board disagrees with the certification of the physician selected by the employee, the Board may require the employee to be examined by a third physician whose name appears next in the rotation of the physicians on a list established by the local or state medical society for such purpose and maintained by the Board. All costs of an examination and any tests required by a third physician shall be paid by the Board. The opinion of the third physician shall be determinative of the issue.

(v) The School Board shall not reduce the pay or accrued sick leave of an employee who is absent from his duties to seek medical attention or treatment as a result of an injury as provided in this section.

(vi) If the employee's physician determines that he is able to return to active service as a school employee with restrictions and the Board does not allow the employee to return to active service as a school employee subject to those restrictions, then the employee's leave shall be granted or continued, as appropriate, as provided in this section.

5. Any employee who is injured or disabled while acting in his official capacity shall be entitled to weekly wage benefits under the worker's compensation law of the State of Louisiana and/or to sick leave benefits, at his option, but in no event shall such benefits exceed the total amount of the regular salary the employee was receiving at the time the injury or disability occurred.
6. In any case in which an employee supplements worker's compensation with accumulated or extended sick leave, the amount of sick leave used shall be calculated on an hourly basis and deducted from the employee's total accumulated unless subsections 2, 3, or 4 apply.
7. Attendance at professional meetings at the request of or with the permission of the Superintendent will not be charged against sick leave.

#### LEAVE FOR EMPLOYEES WHO SERVE ON CERTAIN PUBLIC ENTITIES

Any employee of the Morehouse Parish School Board who is an elected member of the Board of Trustees of the Teachers' Retirement System of Louisiana or the Board of Trustees of the Louisiana School Employees Retirement System, an elected or appointed member of the State Board of Elementary and Secondary Education, or an appointed member of any task force, commission, or other advisory body established by the State Board of Elementary and Secondary Education shall be granted paid leave so such employee may attend meetings of the entity and any committees thereof on which the employee serves.

The employee must provide notice to the school board of the dates and times of all scheduled meetings for any entity or committee on which the employee serves that occur on a regular basis. The employee must also provide reasonable notice to the school board of any special or otherwise unscheduled meeting. That notice must be given to the school board office at least twenty-four (24) hours before the employee is to leave for the meeting unless the notice to the employee of the meeting is less than twenty-four (24) hours in which case the employee must give the notice as soon as practicable after his/her receipt of the meeting notice. The employee shall be required to provide such notice to the school board in writing setting forth the specific dates and times of the meeting, the location thereof and the title of the meeting that the employee will attend. Upon return from the meeting, the employee shall provide documentation to the school board within forty-eight (48) hours of his/her return, that the leave which was granted was used for the purposes for which it was requested.

#### EXCEPTION TO EXTENDED SICK LEAVE FOR ALL EMPLOYEES AND SABBATICAL LEAVE FOR TEACHERS

Notwithstanding any other provisions contained in this policy manual or contained in the Louisiana

Revised Statutes, no school bus operator, teacher or other employee of the Morehouse Parish School Board shall be granted an extended sick leave nor shall a teacher be granted a sabbatical leave if for fiscal year 2011-2012 or fiscal year 2012-2013 the amount of state and local base per pupil cost determination, as established in the minimum foundation program formula most recently approved by the legislature, is not an increase of two and seventy-five hundredths percent over the amount established for the previous fiscal year, and at the beginning of such fiscal year the Morehouse Parish School Board has a fund balance deficit that exceeds five percent and an unrestricted fund balance of less than seven and one-half percent. However, the school board shall honor any approved leave that is approved prior to the date the minimum foundation formula is approved by the legislature. Furthermore, notwithstanding the provisions contained in this policy, in the case of a catastrophic illness or injury, meaning a life-threatening, chronic or incapacitating condition affecting an employee or member of the employee's immediate family, as verified by a licensed physician, the Morehouse Parish School Board shall comply with the provisions of the extended sick leave and sabbatical leave law in the granting of extended sick leave or sabbatical leave.

F-10.11

EMERGENCY FAMILY AND MEDICAL LEAVE (EFMLA)  
AND EMERGENCY PAID SICK LEAVE (COVID-19 PANDEMIC)

The United States Congress has enacted the Families First Coronavirus Response Act (FFCRA) to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. The provisions of this policy are based on the FFCRA and shall be in effect from April 1, 2020, until December 31, 2020.

EMERGENCY FMLA LEAVE

The Emergency Family and Medical Leave Expansion Act (EFMLEA) provisions found in FFCRA shall only apply to the COVID-19 outbreak. Existing Family and Medical Leave Act (FMLA) leave policies shall still apply to all other FMLA-qualifying reasons for leave outside of this policy.

Employee Eligibility

All employees who have been employed with the Morehouse Parish School Board for at least thirty (30) days shall be eligible for EFMLA leave. Employees laid off or otherwise terminated on or after March 1, 2020, who are rehired on or before December 31, 2020, shall be eligible for leave upon reinstatement if they had previously been employed with the School Board for thirty or more of the sixty (60) days prior to their layoff or termination.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child due to the closure of a child's school or place of care, or the child's regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- under eighteen (18) years of age; or
- eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

"Childcare provider" means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider

- a family childcare provider (one individual who provides childcare services for fewer than twenty-four (24) hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation
- a childcare provider that is eighteen (18) years of age or older who provides childcare services to children who are either the grandchild, great grandchild,, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

"School" means an elementary or secondary school.

#### Duration of Leave

Employees shall be entitled to up to twelve (12) weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total traditional FMLA leave entitlement of twelve (12) weeks in a twelve ( 12)-month period. For example, if an employee has already taken six (6) weeks of FMLA leave, that employee would then be eligible for another six (6) weeks of FMLA leave Under this policy.

#### Pay During Leave

Leave shall be unpaid for the first ten (10) days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act (EPSLA) as further explained below. After the first ten (10) days, leave shall be paid at two-thirds (2/3) of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay shall not exceed \$200 per day, and \$10,000 in total, or \$12,000 in total if using emergency paid sick leave for the first two (2) weeks. Any unused portion of this pay shall not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid shall be used:

- The average number of hours that the employee was scheduled per day over the six (6)-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than six (6) months, the expected number of hours to be scheduled per day at the time of hire.

#### Employee Status and Benefits During Leave

While an employee is on leave, the School Board shall continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the School Board shall continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee shall continue to make this payment per instructions from the School Board staff.

If the employee contributes to a life insurance or disability plan, the School Board shall continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the School Board may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the School Board may discontinue coverage during the leave. If the School Board maintains coverage, the School Board may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

#### Procedure for Requesting Leave

All employees requesting emergency FMLA leave shall provide written notice, where possible, of the need for leave to the School Board as soon as practicable. Verbal notice shall otherwise be accepted until written notice can be provided. Within five (5) business days after the employee has provided this notice, the Superintendent or his/her designee shall complete and provide the employee with any Department of

Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, the School Board may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

#### Employee Status After Leave

Generally, an employee who takes FMLA leave shall be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The School Board may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees shall be given written notice at the time FMLA leave is requested of his or her status as a key employee.

#### EMERGENCY PAID SICK LEAVE

The provisions included here are based on the Emergency Paid Sick Leave Act (EPSLA) of the FFCRA and shall only apply to the COVID-19 outbreak.

#### Eligibility

All full-time and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

"Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- under eighteen (18) years of age; or
- eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

"Individual" means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for shall:

- be subject to a federal, state or local quarantine or isolation order as described above; or,
- Have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

### Amount of Paid Sick Leave

All eligible full-time employees shall be eligible for up to ten (10) days or eighty (80) hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two (2)-week period.

For employees with varying hours, one of two methods for computing the number of hours paid shall be used:

- The average number of hours that the employee was scheduled per day over the six (6)-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than six (6) months, the expected number of hours to be scheduled per day at the time of hire.

### Rate of Pay

Paid emergency sick leave shall be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 shall be compensated at two-thirds (2/3) their regular rate of pay, or minimum wage, whichever is greater. Pay shall not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

### Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on emergency FMLA leave under this policy may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19 related serious conditions or to care for a qualified family member with such a condition. If the employee qualifies for both emergency FMLA and emergency paid sick leave, the employee shall be entitled to use emergency paid sick leave for the first ten (10) work days of emergency FMLA leave which would otherwise be unpaid.

### Procedure for Requesting Emergency Paid Sick Leave

Employees shall notify the School Board of the need and specific reason for leave under this policy. A form shall be provided to all employees on the School Board internet and/or in a manner accessible to all. Verbal notification shall be accepted until practicable to provide written notice.

Documentation supporting the need for leave shall be included with the leave request form, such as:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the governmental entity that issued the order.
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
- The name and relation of the individual for whom the employee is taking leave because the individual is subject to a quarantine or isolation order or is advised to self-quarantine.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is

available to care for the child during the period of requested leave. For children over fourteen (14) years of age, a statement shall be included indicating special circumstances that require the employee to provide care during daylight hours.

Once emergency paid sick leave has begun, the employee and his or her supervisor shall determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

#### Carryover

Paid emergency sick leave under this policy shall not be provided beyond December 31, 2020. Any unused paid sick leave shall not carry over to the next year or be paid out to employees.

#### Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy shall be discharged, disciplined or discriminated against for work time missed due to this leave.

Legal Ref: 29 USC 2601 et seq (Families First Coronavirus Response Act (FFCRA)); 29 CFR Part 826 (Paid Leave Under the Families First Coronavirus Response Act).

## COVID EMERGENCY PAID SICK LEAVE

F-10.11.b

The following emergency sick leave provisions will apply for the 2021-2022 school year only.

#### Qualifying Reasons

All full-time and part-time employees unable to work (or telework) due to one of the following reasons is eligible for emergency paid sick leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a physician to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee has received a positive test for COVID-19.

**NOTE: The employee must have one of the above qualifying needs which prevents the employee from being able to perform the employee's work, either at the employee's regular work site or remotely.**

#### Eligibility

All full-time and part-time employees are eligible for up to five (5) days or forty (40) hours of paid sick leave available for the qualifying reasons stated above. Eligible part-time employees are entitled to the number of hours worked, on average, over a one week period. All employees who are fully vaccinated and provide proof of vaccination for COVID-19 by producing a vaccination card or the LA Wallet proof

shall be eligible for an additional up to five (5) days or forty (40) hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time vaccinated employees are entitled an additional number of hours worked, or on average, over a one (1) week period.

#### Amount of Paid Sick Leave

The amount of sick leave under this policy is set forth above and hereinafter.

For employees with varying hours, one of two methods for computing the number of hours paid shall be used:

- The average number of hours that the employee was scheduled per day over the six (6) month period ending on the date on which the employee takes leave, including hours for which the employee took the leave of any type. Or,
- If the employee has worked less than six (6) months, the expected number of hours to be scheduled per day at the time of hire.

An employee is only entitled to a one-time period of paid emergency sick leave, even if the employee is subject to multiple qualifying events.

#### Procedure For Requesting Emergency Paid Sick Leave

The employee shall notify the personnel department of the school board of the need and specific reason for leave under this policy. A form shall be provided for all employees on the school board website and/or in a manner accessible to all. Verbal notification shall be accepted until practicable to provide written notice. The official COVID absence request form must be completed in its entirety.

Documentation supporting the need for relief shall include the leave request form and one of the following:

1. A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the governmental entity that issued the order.
2. Written documentation by a healthcare provider advising the employee to self-quarantine due to concerns related to COVID-19.
3. A written test result for COVID-19.

#### No Carryover

Carryover paid emergency sick leave under this policy shall not be provided beyond June 30, 2022. Any unused emergency sick leave shall not carry over to the next school year or be paid out to the employee.

#### Job Protection

No employee who appropriately utilizes emergency paid sick leave under this policy shall be discharged, disciplined or discriminated against for work time missed due to this leave. The employee who signs the official request form for emergency paid sick leave certifies that falsifying information related to the request for leave makes the employee subject to disciplinary action up to and including dismissal.

### Funding

The Morehouse Parish School Board will fund emergency paid sick leave payments only from approved ESSER or similar COVID-19 relief funds. The leave shall not be funded from the General Fund or sales tax funds.

F-11

### ARRANGEMENTS FOR SUBSTITUTES

Employees will follow procedures as set up by the School Principal to inform the school when he/she will be absent and to arrange for a substitute during their absence.

F-12

### PROFESSIONAL ORGANIZATIONS

The School Board recognizes the right of any citizen, including professional and non-professional employees, to join any organization that he may choose. The Board further encourages its personnel to become members of organizations which may further and improve their individual situations and the public education system of the Parish of Morehouse.

F-13

### GUIDELINE FOR SCHOOL EMPLOYEE BEHAVIOR

In conformity with Act 689 of the 1999 regular session of the Louisiana legislature which enacted La. R.S. 17:439, the Morehouse Parish School Board adopts the following guidelines for school employee behavior:

#### I.

All employees of the Morehouse Parish School Board shall maintain the highest ethical standards in the conduct of the Morehouse Parish School Board's affairs and in their relationship with other employees, students, parents and the community.

#### II.

All employees shall at all times follow the job duties and guidelines contained in the job description for their position.

#### III.

As an integral member of the educational team of the Morehouse Parish School Board, all employees are expected to accept certain responsibilities, adhere to rules and regulations established by the Morehouse Parish School Board and the schools and/or other sites at which they are employed and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that in professional and personal life, the employee refrain from any behavior that might be harmful to the employee, students, co-workers, or the public at large. All employees are consequently encouraged to observe the highest standards of professionalism at all times.

#### IV.

It would be virtually impossible to cite examples of every type of activity which might give rise to a question of improper or unethical conduct. Therefore it is important that each employee rely on his/her own good judgment in the performance of his/her required job duties and responsibilities. When those situations occur where the proper course of action is unclear, each employee should request advice and counsel from his/her superior.

#### V.

Each employee shall faithfully and efficiently perform the duties incumbent upon him/her and will observe and abide by the laws of the State of Louisiana, the rules and regulations of the Louisiana State Department of Education, the policy, rules, and regulations of the Morehouse Parish School and the direction of the Superintendent of Schools, the Supervisors, the Central Office staff and the principal of the school and/or other supervisory staff employed by the Morehouse Parish School Board.

Legal Reference: La. R. S. 17:439

F-14

### INVESTIGATION OF EMPLOYEES

Should there be a public announcement by the Morehouse Parish School Board that an employee may be disciplined, whether or not there is an accompanying reduction in the employee's pay, the Board shall appoint the superintendent of schools, or his designee, to investigate the allegations in regard to the employee and to make a report to the Board. Not later than thirty (30) days after the conclusion of the investigation and prior to any action by the Board, the employee may appear before the Board in open session and will be given a reasonable time, as determined by the Board, to comment on the investigation and actions taken or proposed to be taken involving the employee.

If an employee is accused of impermissible corporal punishment or moral offenses involving students, the allegation shall be investigated by the Supervisor of Child Welfare & Attendance, the Supervisor of Personnel Services and the Principal of the school at which the employee is employed. If the employee is not employed at a specific school, then a principal shall not be part of the investigative team. The investigative team shall investigate completely the allegations, interview all witnesses and individuals it deems necessary and submit a written report to the Superintendent of Schools within thirty (30) days of the receipt of the accusation. The Superintendent shall review the report and take or recommend such disciplinary action, if any, as may be appropriate. If it is believed by the Superintendent that a criminal act has taken place, the Superintendent shall provide the necessary information to appropriate law enforcement officials.

This policy shall not be applicable to any reduction in force nor shall it be applicable to any investigation of an employee conducted by the Board in accordance with the applicable provisions of

Part II of Chapter 2 of Title 17 of the Louisiana Revised Statutes of 1950, comprised of La. R.S. 17:411, etseq., relative to tenure.

Legal Reference: La. R.S. 17:81.6, 17:81.8

F-15

## OWNERSHIP OF BUILDINGS AND MOVABLES

The Morehouse Parish School Board is the exclusive owner of all public school buildings, other buildings owned by it, and all desks, file cabinets, storage areas and lockers within all public schools and all other buildings maintained, used or owned by the Morehouse Parish School Board as well as any other area of any public school building or grounds set aside for the personal use of students, faculty or staff. The principal or building administrator may search any building, file cabinet, storage area, desk, locker, area or grounds for weapons, illegal drugs, alcohol, explosives, stolen goods, or other materials or objects the possession of which is in violation of law or the policy of the Morehouse Parish School Board or which are evidence of wrong doing - either a school rule infraction or a law violation, when that principal or administrator has articulable facts which lead him to reasonable belief that the items sought will be found such a search or when the room has been vacated by the employee as a result of the employee's suspension or termination.

Any employee who is suspended from his/her duties or whose employment has been terminated shall surrender the key or keys to any room, file cabinet, desk or locker at the employee's place of work and shall be barred from the classroom or other place of work unless the suspension is later rescinded. Any employee suspended or terminated shall be given a reasonable period of time, in the discretion of the school principal or building administrator, to remove any personal items from the classroom or his/her place of work.

Nothing contained in this policy shall be construed to afford an employee an expectation of privacy which would not otherwise exist. The Morehouse Parish School Board respects the civil rights of each person in the schools operated by the Morehouse Parish School Board and will uphold those rights, but property owned, maintained or used by the Morehouse Parish School Board is not to be regarded as a sanctuary from enforcement of the law.

RECOGNITION OF MOREHOUSE PARISH SCHOOL BOARD  
EMPLOYEE PRIVACY POLICY

I, the undersigned employee of the Morehouse Parish School Board, recognize that the Morehouse Parish School Board and its employees who have access to confidential information will protect the confidentiality of all personal information in employee records. The Morehouse Parish School Board will refuse to release personal information to outside sources without an employee's written approval, unless legally required to do so.

The Morehouse Parish School Board also limits record access to staff members with an authorized, business-related "need-to-know" or to third parties who have obtained a court order or a subpoena for specified employee records. If records are sought pursuant to the Louisiana Public Records Act, those records will only be released after approval by the Superintendent or the Business Manager, in consultation with legal counsel for the Morehouse Parish School Board. Staff who handle personnel records must adhere to these basic policies or face disciplinary action including dismissal.

I, the undersigned employee, acknowledge receipt of a copy of this document and acknowledge my obligation to abide by the provisions contained in it.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Employee's Printed Name)

Date: \_\_\_\_\_

NOTE: This document shall be executed in duplicate originals, a copy will be placed in the employee's personnel file and a copy will be retained by the employee.

## REQUEST FOR SEXUAL MISCONDUCT HISTORY

Prior to the hiring of any employee the Morehouse Parish School Board shall request the applicant for such employment to sign the request and authorization for release of confidential information attached to this policy.

The representative of the school board responsible for the hiring of the applicant shall cause the request and authorization to be completed and then forwarded to the applicant's current and previous employers, if such employers are a city, parish or other local public school board.

The Morehouse Parish School Board shall not hire an applicant who does not sign the request and authorization for release of confidential information. However, the Board may employ any applicant on a conditional basis pending review of any information obtained pursuant to the request. Any information obtained pursuant to the request shall be used solely for the purpose of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No member or employee of the school board shall disclose any information obtained pursuant to the request and authorization for release of confidential information to anyone other than the applicant or an individual who is directly involved in the process of evaluating the applicant's qualifications for employment.

Should the Morehouse Parish School Board receive such a request from another school system, it shall provide the information requested, if such information exist, and shall make available to the requesting school board copies of all documents as contained in the applicant's personnel file relating to all instances of sexual misconduct, if any, or advise the requesting school board that there are no such instances.

The term "sexual misconduct" shall be defined pursuant to the rules and regulations adopted by the Louisiana State Board of Elementary & Secondary Education.

# MOREHOUSE PARISH SCHOOL BOARD

"Obtaining Excellence in Education Through Quality Teaching"

4099 Naff Avenue  
Post Office Box 872  
Bastrop, LA 71220

## Sexual Misconduct Disclosure Statement

As required by Louisiana Revised Statute 17:81.9, the applicant authorizes all previous employers to disclose any information in the applicant's personnel file or otherwise located related to all instances of sexual misconduct with a minor or student committed by the applicant. The undersigned releases any current or previous employer, and any school employee acting on behalf of such current or previous employer, from any liability for providing or disclosing the information sought herein and further releases the Morehouse Parish School Board and any employee acting on its behalf in obtaining, reviewing and utilizing this information.

- I have read and understand the above statement.
- I also understand that I cannot be considered for employment in the Morehouse Parish School System unless this form is signed.
- Once this form has been signed, the applicant may be hired on a conditional basis pending the review of any information obtained.
- I agree that a copy of this form will be sent to each of my previous employers. Each completed form received will be placed in my personnel file.
- I agree that a photocopy of this authorization shall be considered as effective for all purpose as an original.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Social Security #

**This section should be completed by the previous employer.**

Name of School System \_\_\_\_\_

Signature of Authorized HR Employee \_\_\_\_\_

\_\_\_\_\_ There is no information in this employee's file indicating sexual misconduct.

\_\_\_\_\_ See attached documentation regarding sexual misconduct.

\*\*\* A copy of this completed form is to be sent to all previous employing school boards and information should be returned within twenty business days.

\*\*\*Previous employer should complete and return this form to:

**Morehouse Parish School Board  
Personnel Services  
P. O. Box 872  
Bastrop, LA 71221**

## EMPLOYEE NOTICE OF CRIMINAL PROCEEDINGS

### A. ALL EMPLOYEES

- I. Whenever an employee is arrested for, or otherwise charged with, committing a criminal offense, other than a minor traffic violation (“minor traffic violation” is a traffic violation which is not punishable by imprisonment or by revocation or suspension of the operator’s license), or any justified complaint of child abuse or neglect on file in the central registry pursuant to Article 615 of the Children’s Code, that employee shall notify his or her supervisor and the supervisor of personnel services of such occurrence and of all subsequent proceedings pertaining to that arrest or charge. Notice shall be given in accordance with the provisions hereinafter set forth. The failure to give prompt and proper notice as required shall constitute grounds for dismissal.
  
- II. The initial notification required by this provision must be in writing and must be made within 24 hours of the arrest or charge. However, if the school employee is arrested on a Saturday, Sunday or a legally declared school holiday, such report shall be made prior to the school employee next reporting for his work assignment at school but in no event no later than the day after the Sunday or legally declared school holiday. The summer school vacation period is not a “legally declared school holiday” for purposes of this policy. The notice must include the following information if then known:
  - A. The date and place of arrest.
  - B. The name of the arresting agency; e.g, Bastrop City Police, Louisiana State Police, Morehouse Parish Sheriff’s Department FBI, etc.
  - A. The number assigned to the arrest report.
  - B. The laws or ordinances allegedly violated.
  - C. The acceptance, rejection or other disposition of the charge giving rise to the arrest by the prosecuting attorney’s office.
  - D. The location and duration of the initial incarceration, if any.
  - E. The amount and type of bail, if any, required for the employee’s release from incarceration.
  
- III. When a criminal prosecution is initiated in court against any employee by way of indictment, bill of information, affidavit or any other method for committing any offense (other than a minor traffic violation), the employee must provide his/her supervisor and the supervisor of personnel services each with a copy of the indictment, bill of information or affidavit within three (3) calendar days of its issuance. And in addition, the employee must provide his or her supervisor and the supervisor of personnel services the following information in writing:

- A. The date of the indictment, bill of information or affidavit.
  - B. The name of the court in which the proceedings are pending.
  - C. The docket number.
  - D. The date of the next scheduled court appearance.
- IV. Within three (3) calendar days of the scheduling of any court hearing or trial in connection with the criminal prosecution, the affected employee shall give written notice to his/her supervisor and to the supervisor of personnel services of the nature or purpose of the hearing or trial and the date and time the hearing or trial has been scheduled. The affected employee shall also notify his/her supervisor and the supervisor of personnel services, in writing, within three (3) calendar days of the disposition of the matter made subject of the hearing or trial and of what was its disposition. The affected employee shall also provide the supervisor of personnel services, in writing, any additional information and documents concerning the criminal prosecution which the supervisor may require.
- V. Any incarcerated employee may authorize another person to act on that employee's behalf in notifying or providing documents to that employee's supervisor and the supervisor of personnel services.

**B. ADDITIONAL REQUIREMENTS FOR SCHOOL BUS OPERATORS**

- I. A "school bus operator" for the purposes of this policy provision means any employee of the Morehouse Parish School Board whose duty it is to transport students in any school bus or activities bus to and from a school or to and from any school-related activity.
- II. Should any school bus operator be arrested for a violation of La. R.S. 14:98, 98.1, or any other law or ordinance that prohibits operating a vehicle while under the influence of alcohol or any abused substance or controlled substance set forth in the schedule provided in La. R.S. 40:964, an additional report is required as set forth hereinafter.
- III. The report required shall be made by the school bus operator to the Superintendent of Schools within twenty-four (24) hours of the arrest or prior to the school bus operator next reporting for his work assignment as a school bus operator regardless of who owns or leases the vehicle driven by the operator at the time of the offense for which the operator was arrested and regardless of whether the operator was performing an official duty or responsibility as a school bus operator at the time of the offense.
- IV. The school bus operator shall provide in the written notice all of the information set forth in section A.II. above.
- V. Any school bus operator who is an employee of the Morehouse Parish School Board shall be subject to removal as provided by La. R.S. 17:493 and other applicable

provisions of law for failure to comply with the provisions of this section. Written and signed charges alleging such failure shall be brought against the school bus operator.

VI. The effective date of Section B. is January, 2011.

## CRIMINAL OFFENSES AFFECTING SEXUAL IMMORALITY

It shall be a violation of the policy of the Morehouse Parish School Board for any employee to be guilty of carnal knowledge of a juvenile, indecent behavior with juveniles, pornography involving juveniles, molestation of a juvenile and computer-aided solicitation of a minor. In addition, it shall be a violation of the policy of the Morehouse Parish School Board for an employee, including an educator, to have prohibited sexual contact between an employee and student.

In accordance with La. R.S. 14:81.4, and this policy

a. Prohibited sexual conduct between an educator and a student is committed when any of the following occur:

(1) An educator has sexual intercourse with a person who is seventeen years of age or older, but less than nineteen years of age, when the victim is not the spouse of the offender and is a student at the school where the educator is assigned, employed, or working at the time of the offense.

(2) An educator commits any lewd or lascivious act upon a student or in the presence of a student who is seventeen years of age or older, but less than nineteen years of age, with the intention of gratifying the sexual desires of either person, when the victim is a student at the school in which the educator is assigned, employed, or working at the time of the offense.

(3) An educator intentionally engages in the touching of the anus or genitals of a student seventeen years of age or older, but less than nineteen years of age, using any instrumentality or any part of the body of the educator, or the touching of the anus or genitals of the educator by a person seventeen years of age or older, but less than nineteen years of age, when the victim is a student at the school in which the educator is assigned, employed, or working at the time of the offense using any instrumentality or any part of the body of the student.

B. As used in this Section:

(1) "Educator" means any administrator, coach, instructor, paraprofessional, student aide, clerical employee, lunchroom employee, teacher, or teacher aide employed by or through the Morehouse Parish School Board at any school, or any such person assigned or working at any school facility, where the victim is enrolled as a student on a full-time basis, part-time, or temporary basis in the Morehouse Parish School System.

(2) "School" means any building owed or utilized by the Morehouse Parish School Board.

(3) "Sexual intercourse" means anal, oral, or vaginal sexual intercourse. Emission is not necessary, and penetration, however slight, is sufficient to complete the crime.

- (4) “Student” includes students enrolled in a school who are seventeen years of age or older, but less than nineteen years of age.
- C. The consent of a student, whether or not that student is seventeen years of age or older, shall not be a defense to any violation of this Section.
- D. Lack of knowledge of the student’s age shall not be a defense.

Any educator having cause to believe that prohibited sexual conduct between an educator and a student occurred shall immediately report such conduct to the Superintendent of Schools and to a local or state law enforcement agency.

Any educator who is guilty of prohibited sexual conduct between educator and student, or computer-aided solicitation of a minor or molestation of a juvenile, or pornography involving juveniles, or indecent behavior with juveniles or carnal knowledge of a juvenile shall be terminated by the school board.

POST-ACCIDENT  
DRUG AND ALCOHOL TESTING POLICY

I. Purpose

The purpose of this policy is to provide for the health, welfare and safety of students and employees of the Morehouse Parish School Board as well as others who come in contact with employees of the Morehouse Parish School Board. The Morehouse Parish School Board is determined to eliminate the use of illegal drugs, alcohol and controlled dangerous substances at its work sites and in the operation of vehicles utilized by individuals in the course and scope of their employment with the Morehouse Parish School Board. The policy is designed to benefit employees and to provide reasonable safety to employees and students from offending individuals. In addition, the program meets the responsibility to the public whom the Morehouse Parish School Board serves.

II. Definitions

A. Drug

Any substance considered illegal or controlled by the U. S. Food & Drug Administration, any substance the possession of which is made unlawful without a doctor=s prescription under the laws of the State of Louisiana and alcohol.

B. Vehicular Accident

Any event involving a vehicle owned by the Morehouse Parish School Board or operated by an employee of the Morehouse Parish School Board in the course and scope of his/her employment with the Morehouse Parish School Board when the vehicle is damaged or where the operator or any passenger of the vehicle is injured during its operation or where another vehicle or other property is damaged through the use of the vehicle.

III. Testing

Any employee who is involved in a vehicular accident, whether or not the employee or anyone else is injured, will be tested for drugs as defined hereinabove. Employees who have been or are taking prescription medication must provide verification (either by copy of their prescription or by an original doctor=s

statement) within twenty-four hours of being tested. The testing will be performed as soon as it is practicable to do so following the vehicular accident. The testing will only be required if there is a reasonable suspicion as described in Section VIII.B of the Morehouse Parish School Board Drug Testing Policy F-21

IV. Testing Procedure

The testing procedure that will be followed will be the same that is utilized for random drug testing of school bus operators.

V. Employees Who Refuse Testing or Adulterate Sample

Any employee who refuses to submit to the drug testing as required herein, or who adulterates a sample taken pursuant to the testing as directed by this policy, shall be terminated. If a hearing is required under Louisiana law to terminate the employee, that employee shall only be terminated after the hearing at which it is shown that the employee either refused to submit to the drug testing as required herein or adulterated a sample taken pursuant to the drug testing as required herein.

VI. Employees Who Test Positive

Any employee who tests positive for a drug for which the employee does not have a valid prescription shall be terminated. If a hearing is required under Louisiana law to terminate the employee, that employee shall only be terminated after the hearing at which it is shown that employee tested positive for a drug.

## EMPLOYEE CONSENT FORM

I, the undersigned employee, hereby give my consent to the Morehouse Parish School Board, and to the testing laboratory designated by it, to perform appropriate test(s) to identify the presence of drugs and alcohol in the event I am involved in a motor vehicle accident. I further give my permission for the test results to be released to the Morehouse Parish School Board.

I understand that in order to operate a vehicle owned by the Morehouse Parish School Board, or any other vehicle in the course and scope of my employment with the Morehouse Parish School Board, an employee is required to be tested for drugs and alcohol following any vehicular accident. I further understand that I will not be allowed to operate a vehicle owned by the Morehouse Parish School Board or to operate any other vehicle in the course and scope of my employment with the Morehouse Parish School Board unless I execute this consent form. I further recognize that I have received a copy of the Post-Accident Drug And Alcohol Testing Policy of the Morehouse Parish School Board.

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Signature

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Printed name

---

Witness:

## DRUG TESTING POLICY

## I. STATEMENT OF PURPOSE

- A. The purpose of this policy is to provide for the health, welfare and safety of students and employees of the Morehouse Parish School Board as well as others who come in contact with the employees of the Morehouse Parish School Board. The Morehouse Parish School Board is determined to eliminate the use of illegal drugs, alcohol and controlled dangerous substances at its work sites and in the operation of vehicles utilized by individuals in the course and scope of their employment with the Morehouse Parish School Board. The policy is designed to benefit employees and to provide reasonable safety to employees and students from offending individuals. In addition, the program meets the responsibility to the public whom the Morehouse Parish School Board serves.
- B. Because the children of Louisiana are the greatest resource the state provides and their continued safety and health are of serious importance to the Morehouse Parish School Board, the Morehouse Parish School Board has a compelling interest and commitment to eliminate illegal and unauthorized drug use (including the unauthorized use of alcohol), drug users, drug activities and drug effects from all of its workplaces.
- C. The Morehouse Parish School Board also has the commitment and interest to afford all employees the respect and dignity they deserve and the full protection of the constitution of the United States and the State of Louisiana and all enacted laws of the United States and the State of Louisiana.

## II. POLICY

- A. The Morehouse Parish School Board prohibits the manufacturing, distribution, dispensing, possession, or use of a controlled dangerous substance, including alcohol and drugs, in any workplace operated by the Morehouse Parish School Board.
- B. The use or possession of alcohol or other intoxicants while on the job, on any school system property, or on Morehouse Parish School Board's buses or vehicles is prohibited. Any violation of this policy by any employee shall result in disciplinary action against the employee and could result in a recommendation for job termination.
- C. It shall be the duty of each employee of the Morehouse Parish School Board to conform to the provisions of this policy.

## III. POLICY OBJECTIVES

- A. To deter or detect illegal drugs and unauthorized substances in the
- B. To provide employees with access to confidential counseling and/or rehabilitation programs.
- C. To create a safe and healthful working environment for our employees, students, visitors, and members of the general public.

- D. To reduce the opportunities for accidental injuries to persons and to protect the property of the Morehouse Parish School Board, employees, students, visitors, and the general public.
- E. To protect the reputation and credibility of the Morehouse Parish School Board and its employees within the community and the State of Louisiana.
- F. To comply with the contractual obligations of applicable parish, state or federal grants, regulations, or agreements and to comply with the requirements of applicable city, state, or federal drug abuse statutes or ordinances.

#### IV. APPLICABILITY

This policy applies to all regular full-time, part-time, probationary, temporary, substitute, or contract employees and to employment applicants who have been offered positions with the Morehouse Parish School Board, except that this policy shall not apply to applicants for or individuals employed as school bus operators by the Morehouse Parish School Board, all of whom are governed by a separate policy. Compliance with this policy will be required as a condition of employment for qualified applicants and for continued employment for persons employed. The cost of drug testing contract employees is to be borne by the contractor.

#### V. DEFINITION

- A. A “drug” is defined under this policy as any substance considered illegal or controlled by the U. S. Food & Drug Administration, and by any law of the United States or the State of Louisiana, and any substance the possession or which is made unlawful without a prescription under the laws of the United States or the State of Louisiana, and any substance the possession of which is made unlawful without a prescription under the laws of the United States or the State of Louisiana, and alcohol.
- B. “Safety-sensitive positions” include all individuals employed at schools including the principal, assistance principal, administrative assistant, activities coordinator, secretary, bookkeeper, counselor, teacher, paraprofessional, facilitator, assistant to facilitator, nutrition manager, nutrition technician, custodian and any individual, whether based at a school or some other location, who provides services in conjunction with direct contact with a student or students and all maintenance employees and bus shop mechanics and bus aides. This policy does not apply to drug testing for school bus operators who are governed by a separate policy.

#### VI. Drugs to be Tested For

- A. Forensic urine testing shall be performed for all of the following classes of drugs: marijuana, opiates, cocaine, amphetamines, phencyclidine and/or any of the controlled dangerous substances as listed in Schedules I, II, III, IV or V of the Louisiana Revised Statute 40:964, as may be amended.
- B. A testing showing the presence of any amount of a drug, except alcohol, shall be considered a positive. In regard to alcohol, a test shall be considered positive if the

employees's blood alcohol concentration is 0.04% or more by weight based on grams of alcohol per 100 cubic centimeters of blood.

- C. Any employee who is tested pursuant to this policy and has been or is taking prescription medicine must provide verification to the medical review officer, or such person as the medical review officer may designate, as requested or required by the medical review officer.

## VII. ALCOHOL USE OR IMPAIRMENT IN THE WORKPLACE AND ALCOHOL TESTING

Use of alcohol in the workplace and/or possession, concealment, promotion or sale of alcoholic beverages in the workplace is strictly prohibited. Use of alcohol while driving a school bus or school board vehicles whether on or off duty is strictly prohibited. Any employee whose off-duty use or abuse of alcohol results in excessive absenteeism or tardiness or is the cause of or a contributing factor in accidents or poor work performance will be subject to disciplinary action up to and including discharge from employment.

## VIII. TYPES OF DRUG TESTING

- A. Post-Accident - As a condition of continued employment with the Morehouse Parish School Board, all employees shall be governed by the "post-accident drug and alcohol testing policy" previously adopted by the Morehouse Parish School Board.
- B. Reasonable Suspicion Testing - A supervisor may reasonably suspect that an employee illegally uses drugs or abuses legal drugs or alcohol or violates this policy based upon any or all of the following: observation of drug use; physical symptoms of intoxication, such as slurred speech, glassy eyes, or breath that smells of alcohol; apparent drug intoxication; abnormal or erratic behavior; investigation, arrest, or conviction for drug - related offenses; reports from reliable, credible sources; or evident that the employee tampered with a previous drug test. Any employee may be required to provide a urine, saliva, breath and/or blood sample when such a reasonable suspicion arises and a higher level authority concurs with the supervisor's suspicion.
- C. Random Drug Testing - Random drug testing shall be limited to safety-sensitive positions. Each workday should present such employee in random testing

program with a new opportunity of having to produce a sample, with the odds equal for all employees on each new day, regardless of samples previously produced by any of them. Urine samples will be used for random drug-testing (except for alcohol) and blood samples will be used for determination of blood alcohol levels. The Morehouse Parish School Board shall test thirty (30) safety-

sensitive positions on a quarterly basis. The Personnel Supervisor shall set the random date in conjunction with the testing time for the school bus operators.

- D. Rehabilitative - Employees found to be using drugs or alcohol in violation of this policy continued employment shall be contingent upon drug and alcohol abstinence to deter relapse. Monitoring for the presence of drug or alcohol use shall be frequent, unannounced, and with urine specimens collected under direct observation. Blood, saliva, breath and/or urine may be used as samples for monitoring drug or alcohol use.
- E. Voluntary Testing - Some employees may wish to volunteer to participate in random drug tests. Such employees will volunteer to participate in random, unannounced urine collection.
- F. Pre-Employment Screening - Prior to being employed, all new hires will be required to pass a pre-employment drug-screening test as a condition of employment. Any applicant who tests or screens positive shall not be employed.
- G. Privacy - In all instances of drug testing, the Morehouse Parish School Board shall respect employee privacy in administering this policy.

#### IX. DRUG TESTING PROCEDURES

- A. All procedures used in drug testing programs including collection, sealing and labeling of samples, chain of custody, storage and transport of specimens, handling of biohazardous wastes, drug testing, reporting of results, review of results and confidentiality of drug testing must be performed in accordance with the laws of the State of Louisiana, including Act 1036 of the 1990 legislature as amended by Act 901 of the 2004 Legislature and all other provisions of Louisiana law as it may be amended from time to time together with all federal law and regulations which are applicable.
- B. The testing dates and testing procedures for the random drug testing shall be identical to those utilized for school bus operators.

#### X. REHABILITATION POLICY

The Morehouse Parish School Board shall afford the opportunity for an employee to undergo rehabilitation without termination of the employment to any employee whose reasonable suspicion drug test, random drug test or voluntary drug test are certified positive by the medical review officer. The employee shall be expected

to examine his or her continued working with the Morehouse Parish School Board and seek appropriate rehabilitative assistance. It will be the employee's responsibility to provide to the Morehouse Parish School Board's Supervisor of Personnel a written rehabilitation plan from a recognized rehabilitation facility, inpatient and outpatient. An employee who refuses to or does not submit the written rehabilitation plan or does not comply satisfactorily with the referred treatment program under the rehabilitation plan, shall be discharged from employment. If a hearing is required under Louisiana law to terminate the employee, the employee shall only be terminated after the hearing at which it is

shown that the employee tested positive for a drug and did not comply with the provisions of this policy. Any employee who returns to service following rehabilitation will be monitored by follow-up drug testing upon his/her return to work up to a period for not exceeding sixty (60) months following return to work. Any employee who receives a second positive drug test shall be terminated. If a hearing is required to terminate the employee, the employee shall only be terminated after hearing at which it is shown that the employee tested positive for a drug on two occasions. The Superintendent shall suspend the employee, with pay, pending any hearing required.

#### XI. REFUSAL TO TAKE TEST OR ADULTERATE SAMPLE

Any employee who refuses to submit to the drug testing as required herein, or who adulterates a sample taken pursuant to the testing as directed by this policy, shall be terminated. If a hearing is required under Louisiana law to terminate the employee, that employee shall only be terminated after the hearing at which it is shown that the employee either refused to submit to the drug testing as required herein or adulterated a sample taken pursuant to the drug testing as required herein. The Superintendent shall suspend the employee, with pay, pending the hearing.

#### XII. CONSENT FORM

Each employee shall sign an Employee Drug Testing Policy Consent Form substantially in the form of the exhibit attached hereto

#### XIII. SEVERABILITY

If any section, paragraph, sentence, clause and/or phrase of this policy or the application thereof is declared unconstitutional, unenforceable or invalid by the final judgment of any court of competent jurisdiction, such unconstitutionality, unenforceability, or invalidity shall not affect the remaining sections, paragraphs, sentences, clauses and/or phrases of this policy, since the same would have been enacted by the Morehouse Parish School Board without the incorporation into this policy of any such unconstitutional, unfavorable or invalid section, paragraph, sentence, clause and/or phrase and to that end, the provisions of this policy are

declared severable and it is the intention of the Morehouse Parish School Board that if any provision of this policy is capable of two constructions, one of which would render the provisions void and the other which would render the provision valid, then the provision shall have the meaning which renders it valid.

#### XIV. EMPLOYEE RESERVATION OR RIGHTS

The Morehouse Parish School Board reserves the right to amend, interpret, change, rescind, or depart from this policy in whole or in part. The employee shall be notified in writing of any such changes.

F-21.a

DRUG AND ALCOHOL POLICY  
FOR ALL DRIVERS REQUIRING A COMMERCIAL DRIVING LICENSE (CDL)

I.

The Morehouse Parish School Board (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 will act to establish a drug and alcohol policy for all drivers of School Board owned vehicles requiring a CDL to operate, whether part time or full time. This policy will establish the administrative scope, personnel procedures, employee training, drug testing guidelines, and employee assistance

related to achieving a drug free workplace for those employees. It is the intent of this policy to comply with current Federal and State statutes, Department of Transportation law, regulations, and enactments concerning drugs in the workplace and drug testing as dictated by the Department of Transportation 49 CFR Part 40 and 199, as amended.

## II. POLICY APPLICATION & SCOPE

This policy shall apply to all present and future full or part time school bus operators, school bus operator applicants, contract operators (drivers), any employee of the School Board who possesses a CDL and who any time operates a school bus or any vehicle owned by the School Board requiring the use of a CDL to operate, volunteers, and auxiliary personnel employed by or representing the School Board when driving a School Board vehicle requiring CDL to operate. 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 an operator that must meet Department of Transportation rules and regulations.

The terms 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 therein. 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 will refer to anyone who drives a vehicle owned or contracted by the School Board that requires a CDL to operate. This policy shall also apply to all employees who utilize their own or other vehicles now owned by the School Board to transport school personnel or students on school related trips if the operations of the vehicle in such a situation requires a commercial driving license (CDL)

It shall be the specific duty of each employee of the Morehouse Parish School Board to familiarize himself/herself with this policy and to strictly abide by and follow it.

## III. POLICY PROHIBITIONS

A. This policy is to notify all school bus operator applicants, school bus operators, employees and visitors that the unlawful use, abuse, confirmed presence in the body, possession, manufacture, distribution, dispensation, transfer, storage, concealment, or sale of legal and illegal drugs, controlled substances, alcoholic beverages or drug related paraphernalia is strictly prohibited during the course and scope of School Board business and/or while on or using School Board property.

B. More specifically prohibited substances under this policy include:

1. 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.
2. Designer and Synthetic Drugs such as, but not limited to, ice, ice cube, crank, china white, synthetic heroin, MOA, 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.

3. 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 the Controlled Substances Act of 1970 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.
4. Prescription and Over the Counter Medications including legally obtained controlled substances are prohibited as set out hereinafter. 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
  - a. The prescription drugs were prescribed by an authorized medical practitioner for use by the person in possession within the past 12 months and the medication is in its original container. If the medical practitioner is authorizing use of the prescription for a period longer than 12 months, then a

letter from the practitioner is to be placed on file with the Transportation Facilitator.

- b. 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.
  - c. Over the counter medications are to be kept in their original container.
  - d. 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 the employee to perform the duties of his/her job. In the event of such a finding, the School Board may, with permission of the employee, 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 will be allowed to use sick days the employee has available in the event this situation originates.
5. Drug Related Paraphernalia which 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.

#### IV. POLICY ENFORCEMENT

##### Workplace Searches, Testing For Drugs

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, bags, 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. 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 examinations 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:

- a. Pre-employment testing will 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.
- b. 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, shall require drug and/or alcohol testing of the involved employees. Drug and alcohol testing will be performed in accordance with Department of Transportation regulations.

- c. Reasonable suspicion testing will be conducted when a supervisor has observed signs of intoxication or signs of using or being under the influence of prohibited substances or drugs or an employee's physical condition or behavior lead 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.
- d. Random testing will be used for all 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 that would be under Department of Transportation regulations, whether part time or full time, are eligible to be tested.
- e. Post counseling, post rehabilitation or return to work medical examination may include drug tests if the employee is returning to work after a long illness, disabling injury, or after completion of a drug and alcohol treatment program.

## V. TESTING

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 will 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.

Public Law 102-143-Title V, Omnibus Transportation Employee 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 will 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 days of such conviction.

## VI. NOTICE OF DISCIPLINARY ACTION FOR POLICY VIOLATIONS

- A. 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 as hereinafter set forth.
- B. A school bus operator shall be subject to immediate discharge if the operator 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 or alcohol tests.
- C. A school bus operator shall be discharged if found using, manufacturing, selling, or distributing drugs or alcohol while on School Board premises.
- D. Any school bus operator arrested for a drug related offense has five (5) working days from the day of the arrest to notify, in writing, the School Board. He/She will be terminated if the report is not made.
- E. Should a school bus operator at any time be convicted of a drug related offense, he/she will be terminated immediately.
- F. Any school bus operator having an initial confirmed positive test result for drugs or alcohol shall be terminated.
- G. However, no disciplinary action will be taken against an employee who voluntarily enters treatment for substance abuse problem if that employee does so before receiving confirmed positive result on a drug test and said employee pays for treatment and follow-up tests required by the School Board during the next five (5) years. If employee voluntarily enters treatment a second time he/she will be terminated from his/her position.
- H. Any disciplinary action, including but not limited to, suspension or termination,

shall be made in accordance with Louisiana law for public school employees.

## VII. ACKNOWLEDGMENT

Each person to whom this policy is applicable shall sign the acknowledgment form attached indicating a receipt of this policy and the person's agreement to abide by the policy.

F-22

## MOREHOUSE PARISH WELLNESS POLICY

### 1. Purpose

The United States Department of Agriculture's (USDA) Child Nutrition and Women, Infant, and Children (WIC) Reauthorization Act of 2004 requires that each local educational agency (LEA) participating in the National School Lunch Program establish a local school Wellness Policy by July 1, 2006.

This Wellness Policy establishes a formal system of building a world-class school environment that is safe and healthy, thereby enhancing the potential for academic achievement among students. A healthy child in a nurturing and safe environment has a better attendance record and performs better in school than a child who is not. Whereas hunger in America still exists, obesity among children and adolescents has risen over the past 20 years and continues to be a concern. Few children eat a

healthy diet consistent with recommendations established by health professionals. Students consume extra calories from foods and beverages that are high in sugar and fat and low in nutrients. Physical inactivity and excessive caloric intake are the main causes of obesity. Chronic diseases such as heart disease, cancer, and diabetes are responsible for a majority of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits and physical inactivity, often are established in childhood. Students need access to healthful foods and opportunities to be physically active in order to grow and learn.

Although school districts around the country are facing significant fiscal and scheduling constraints, schools and the community must collaborate to develop and implement successful school wellness policies that are dynamic and meet the needs of the students in the district. In addition to health and physical education, the school environment should provide a model of life skills related to healthful eating and physically active habits.

Thus, the Morehouse Parish School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity habits.

The Morehouse Parish School District has appointed Susan Spence to serve as the coordinator of the Wellness Policy. The Wellness Policy Committee will be a standing subcommittee of the School Health Advisory Council. The subcommittee will include members that represent students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies. Each school in the local educational agency shall have a contact who will participate on the Wellness Policy Subcommittee.

The areas to address in the Wellness Policy include:

1. Nutrition services guidance
2. Nutrition education
3. Physical activity and physical education
4. Communication and promotion of the Wellness Policy
5. Monitoring adherence and evaluation

Schools will provide nutrition and physical education to foster lifelong habits of healthy eating and physical activity and will coordinate Wellness Policy issues with classroom education, foods served on campus throughout the day, and with related community services.

## 2. Revision History

This policy template supersedes a template that was disseminated by the Louisiana Department of Education in March 2006. The original template was adapted from several other state models by representatives from the LSU AgCenter, the Southeast United Dairy Industry Association, Inc., and the Department of Education. This current policy was drafted by the Department of Education based on several templates from other states and customized to include policy and legislation specific to Louisiana. The policy was reviewed by a committee of Wellness Policy Coordinators from local educational agencies.

## 3. Persons Affected

All districts and schools in Louisiana administering the USDA Child Nutrition Programs should have a Wellness Policy in place similar to this template. The Wellness Policies should reflect the needs to the individual district and school. Administrators, faculty, school employees and volunteers, students, parents, school clubs and organizations, and the community should be aware of and follow the policy.

#### 4. Policy

##### 4.A. Nutrition Services

Foods and beverages sold or served at school will meet the nutrition requirements as outlined in *Bulletin 1196, Louisiana Food and Nutrition Programs, Policies of Operations*. Qualified Child Nutrition Program professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

##### 4.A.1. Policy: School Meals

The Morehouse Parish School District will:

1. Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the USDA Child Nutrition Program and the Louisiana Department of Education, Office of School and Community Support.
2. Provide school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by USDA and the Louisiana Department of Education, Office of School and Community Support.
3. Encourage students, school staff, and families to participate in school meal programs.
4. Operate all Child Nutrition Programs with school foodservice staff who are qualified according to current professional standards.
5. Provide professional development opportunities for food service staff.
6. Ensure that food safety and sanitation are followed throughout the school, including providing facilities to wash hands before preparing and eating food.
7. Ensure that the food service permit is current for the Food Service school site.
8. Offer whole and enriched grain products that are high in fiber, low in added fats and sugars, and served in appropriate portion sizes that are consistent with the current USDA standards.
9. Offer fresh, frozen, canned or dried fruits and vegetables using healthy food preparation techniques and 100 percent fruit or vegetable juice.
10. Offer nonfat, reduced-fat, low-fat, plain and/or flavored dairy products.
11. Offer whole-grain breads and cereals.
12. Use healthy food preparation techniques for lean meat, poultry, and fish, such as baking.
13. Ensure that all foods brought into the cafeteria meet the USDA Child Nutrition Guidelines.
  
14. Ensure that school meals are accessible to all students with a variety of delivery strategies, such as breakfast in the classroom, grab-and-go meals, or alternate eating sites.
15. Ensure that students receive adequate time to eat breakfast and the recommended 30 minutes for lunch.
16. Provide a cafeteria environment that is conducive to a positive dining experience, with socializing among students and between students and adults; with supervision of eating areas by adults who model proper conduct and voice level; and with adults who model healthy habits by eating with the students.

##### 4.A.2. Foods and Beverages Offered Outside of the Child Nutrition Programs

An effective Wellness Program addresses foods and beverages sold and served on campus outside of the USDA Child Nutrition Programs. Nutrition education is more effective if the foods and beverages sold and offered are healthful and consistent with what is taught in the classroom. Foods and beverages sold outside the USDA Child Nutrition Programs includes vending machines, concession stores, school parties, fundraising events, and rewarding students with food.

### Vending Machine and Concession Store Laws

Foods and beverages must meet specific nutritional criteria if on the grounds at any time during a period beginning one-half hour before the start of the school day and ending one-half hour after the end of the school day. Except for items sold as part of the school food program, the food and beverages must meet the following criteria per serving:

- a. ≤ 150 calories
- b. ≤ 35% of total calories from fat
- c. ≤ 10% to total calories from saturated fat
- d. ≤ 30 grams of sugar
- e. ≤ 360 milligrams of sodium

In high schools, beverages shall include:

- a. Bottled water
- b. No-calorie or low-calorie beverages that contain up to 10 calories per eight ounces
- c. Up to 12 ounce servings of beverages that contain 100 percent fruit juice with no added sweeteners and up to 120 calories per eight ounces.
- d. Up to 12 ounce servings of any other beverages that contains no more than 66 calories per eight ounces,
- e. At least 50% of non-milk beverages shall be water and no-calorie or low-calorie options that contain up to 10 calories per eight ounces
- f. Low-fat milk, skim milk, and non-dairy milk.

Policy: Foods and Beverages Sold Outside of the School Cafeteria

The Morehouse Parish School District will:

1. Follow the nutrition guidelines set by state law for vending machines and concession stands and stores.
2. Eliminate use of foods and beverages as **rewards** for student accomplishment.
3. Provide healthful food and beverage choices at school **parties**. A list of healthy foods and beverages and non-food rewards and activities will be provided annually to administrators, students, teachers, and parents. (See appendix B for healthy snack and school party ideas.)
4. Promote **fundraisers** that sell items other than food and beverages or only foods and beverages that are nutrient dense (low in calories and high in nutrients). (See appendix C for healthy fundraising alternatives.)
5. Provide nutritious and appealing food and beverage options (such as fruits, vegetables, nuts, reduced-fat milk, reduced fat-yogurt, reduced-fat cheese, 100% juice and water) whenever foods/beverages are sold or otherwise offered **after school** at sporting and academic events, celebrations, social events, after school care, and other school functions.

#### 4.B. Nutrition Education

School-based nutrition education includes traditional classroom lessons and behavioral change programs based on social learning theory and marketing. Using all venues is recommended for optimal impact.

Nutrition is not a stand-alone course. It is taught in health education and science classes and can be integrated into core content area of instruction across the curriculum. A planned, sequential curriculum where the lessons are aligned with standards, benchmarks, and grade-level expectations is essential to impact knowledge, attitude, and behavior.

Behavior change can be enhanced through social learning theory and marketing, as well. Social learning theory may include a parent component for younger students and peer involvement for older students. School activities such as Family Nutrition Night can promote the social learning theory. Additionally, the cafeteria can be used as part of the total educational system for modeling behavior.

The district and its schools will market and promote only foods and beverages that meet the nutrition standards for meals and/or for foods and beverages sold individually.

#### Policy: Nutrition Education

The Morehouse Parish School District will:

1. Provide the equivalent of a six-week unit on nutrition or ensure that at a minimum of 30 hours of nutrition is taught in the classroom during the year.
2. Implement nutrition education programs that promote lifelong healthful eating practices that are research-based.
3. Use lessons that are age-appropriate, behaviorally focused content that is developmentally appropriate and culturally relevant.
4. Use curriculum and lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.
5. Provide hands-on activities that are fun and engaging.
6. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber.
7. Promote positive aspects of healthful eating behaviors.
8. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal-setting, social resistance skills, overcoming barriers to behavioral changes and goal setting.
9. Strive toward hiring qualified, certified health education teachers.
10. Provide nutrition education related staff development opportunities for teachers on an annual basis.
11. Encourage parent involvement in lessons taught and school activities.
12. Coordinate marketing activities with nutrition education classroom activities.

#### 4.C. Physical Education and Activity

Daily physical activity is essential to student welfare and academic performance. Federal Guidelines recommend that children and teenagers be physically active for an accumulation of at least 60 minutes daily. Since children spend the majority of their time at school during weekdays, it is imperative that schools provide students with the means to participate in physical activity. Districts and schools, including parents and communities, must offer additional opportunities and resources for physical activity outside physical education classes.

The Morehouse Parish School District will:

1. Implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.
2. The physical education lessons should be aligned with standards, benchmarks, and grade-level expectations.
3. Provide students in grades K-8 with a minimum of 150 minutes per week of physical education.
4. Ensure that students in grades K-8 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.
5. Ensure that enough age-appropriate and safe equipment is in place to guarantee that all students are able to be active for physical education and physical activity.
6. Ensure that qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.
7. Provide staff development on standards implementation for physical education instructors.
8. Provide a variety of fitness training, motor skills, and team work modules in physical education required at the high school level for graduation.
9. Ensure that all high school students take one and a half units of physical education.
10. Use a recognized instrument or program such as *Fitnessgram*®, to evaluate students' physical fitness.
11. Provide daily recess for all children in K-8<sup>th</sup> grade.
12. Encourage physical activity during recess for elementary students, intramurals programs, and clubs, as well as in physical education programs.
13. Integrate physical activity in the academic curriculum,
14. Work with the community to create opportunities for students to walk, bike, skateboard, roller-skate, play basketball, play softball, play baseball, or participate in other physical activities in a safe location at times other than the school day.
15. Provide opportunities for parents and guardians to support students' participation in physical activities, such as a Safe Routes to School Program, to be physically active role-models, and to include physical activities in family plans.
16. Encourage school staff to participate in physical activities to serve as role models.
17. Keeps students active for at least half of the class time.
18. Develop students' self-confidence and eliminate practices that humiliate students.

5. Communication

At the beginning of each school year, no later than one month after the first day of class, the Wellness

Committee will share a summary of the Wellness Policy with school staff and faculty, students, and parents. Updates to the Policy may be highlighted and discussed. Any special events that the Wellness Policy Committee plans to achieve should be shared with everyone affected and the School Health Advisory Council.

6. Monitoring and Evaluation

The Wellness Policy Committee will develop a plan of action for implementation. (Attachment A provides a sample action plan.) The Wellness Policy Committee shall use the Louisiana Department of Education's Wellness Policy Evaluation tool annually and be prepared to report results to the district/school Health Advisory Council and the Department of Education by October 31. To accurately report the status of the Wellness Policy in the district, the Wellness Committee shall develop a plan for monitoring adherence to the Wellness Policy Guidelines, monitor, and establish a means for corrective action. The Wellness Policy Committee shall

evaluate the effectiveness of the Policy and amend it based on the results of the evaluation and the needs of the community.

Approved by \_\_\_\_\_  
(School Board)

Date: \_\_\_\_\_

**SAMPLE WELLNESS POLICY ACTION PLAN**

See the Louisiana *School Wellness Policy Action Plan Guide* for implementation of the Wellness Policy.

District \_\_\_\_\_

School Year \_\_\_\_\_

School

Contact: \_\_\_\_\_ (name) \_\_\_\_\_ (title) \_\_\_\_\_ (email) \_\_\_\_\_ (phone number)

Nutrition Goal: \_\_\_\_\_

Objectives	Actions	Person Responsible	Timeline	Evaluation

Nutrition Education Goal: \_\_\_\_\_

Objectives	Actions	Person Responsible	Timeline	Evaluation

Physical Education Goal: \_\_\_\_\_

Objectives	Actions	Person Responsible	Timeline	Evaluation

## SNACK AND PARTY IDEAS

Snacks are important to provide nutrients for growing children.

1. Include a wide variety of foods that are rich in nutrients.
2. Have healthful snacks available and easily accessible. Cut up fruits and vegetables for easy eating, especially children with loose teeth or braces.
3. Try low-fat versions of milk, ice cream, crackers, and chips.
4. Avoid using food as a reward or punishment.
5. Be a good role model by eating healthful snacks with your children/students.
6. Choose fruits and vegetables as snacks so children/students can meet the goal of eating at least three or more servings of vegetables and two or more servings of fruits a day.
7. Involve children/students in planning and shopping for foods and beverages for snacks and parties.
8. Involve students in planning a party that provides healthy food choices and activities that do not focus the party on food.
9. Offer food again, even if children/students did not like it the first time, especially fruits and vegetables. Students need repeated exposure to new foods.
10. For more information, call the free American Dietetic Association Hotline at: (800) 366-1655 or visit the website at <http://www.eatright.com>.

## ALTERNATIVES TO USING FOOD AS A REWARD

Using food as a reward undermines nutrition education, encourages overconsumption of extra calories, especially foods high in fat and added sugar, and teaches children to eat when they are not hungry. Some alternatives for rewarding children include:

Sit by friends Give a set of flashcards or books Reading time Extra time for art or music Hold class outside Listen to music while working Play a favorite game or puzzle Dance to favorite music	Keep a treasure box filled with non-food items Go for walks Give stickers, pencils, and other school supplies Offer dress down day Offer free time at the end of the week Eat lunch with the principal or teacher
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For more ideas, visit the following web sites:

- Michigan Department of Education Team Nutrition – <http://www.tn.fcs.msue.msu.edu>
- USDA Team Nutrition *Create Healthy, Active Celebrations*
  - <http://www.fns.usda.gov/eatsmartplayhardeducators/materials/>

## CREATIVE FUNDRAISING IDEAS

Healthy fundraising ideas promote consistent messages of practicing healthy eating and physical activity habits in the classroom, throughout the school, and at home. Listed below are some ideas for raising funds without selling food.

1. Sports tournament – Sell tickets to students and family members to attend a student volleyball, tennis, or golf tournament. Include some local celebrities to increase sales throughout the community.
2. Pledge ideas -- Walk-a-thon and fun runs – Hold a walk and or run on the school grounds. Ask for pledges to sponsor.
3. Spring yard work to local community members – Offer to rake yards and spread compost at a bargain rate.
4. Basketball tournament – Charge a team of three players \$40 for entrance and ask local businesses for prize donations. Provide tee shirts for the event and raise the entrance fee.
5. Plant sale – Sell perennials, herbs, or seeds; poinsettias during the holidays, and flowers for Valentine’s Day.
6. Community job fair – Rent booths for a fee to local companies and solicit free advertisements for local radio stations or newspapers. Charge an entrance fee.
7. Crafts fair – Local and regional crafts persons can rent booths for a fee. The school can charge a small entrance fee to the public.
8. School event planners – Sell planners at school registration. Planners include all event dates, such as sports events, national tests, dances, plays, etc. Fifty percent of the sales can be profits.
9. Sell seat cushions at sporting events – Sell advertisements on the cushions to 20 local businesses for \$50 – 100 to make even more money.
10. Administrative fun - Have money jars available for the students to make donations. The school secretary would count the money in the jars on a daily basis and post the total. At set dollar increments, the principal and/or vice-principal would have to do stunts, such as dress as a cheerleader, do cheers, etc.
11. Raffle of gift baskets assembled by students - Choose a theme such as gardening, sports, or arts and crafts. Most items for the baskets can be donated.
12. Sell candles, greeting cards, gift wrap, magazines, buttons, pins, pens, crafts, batteries, Frisbees, pet treats, and calendars.
13. Rent a special parking place.
14. Involve the community – Conduct workshops or classes, a scavenger hunt, a recycling program, a car wash for donations, a garage sale
15. Sell school spirit supplies – megaphones, shakers, plastic cups, T-shirts, school supplies, bumper stickers, cookbooks or books developed by the school
16. Host art, music, and science events such as a read-a-thon, spelling bee, science fair, talent show, art show, plays, and concerts

Adapted from *Twenty Ways to Raise Funds without Candy*, Illinois Nutrition Education and Training Program, Illinois Department of Education, Creative Financing and Fun Fundraising for Schools, Sports, and Clubs, California Project LEAN, and WIN Wyoming, Family and Consumer Sciences, University of Wyoming Cooperative Extension Service

ELECTRONIC COMMUNICATIONS POLICY  
BY EMPLOYEES TO STUDENTS

The term “electronic communication” as utilized in this policy means any communication through any electronic means, including those that facilitate direct communication, including but not limited to voice or text-based telecommunication devices, or both, and computers, and those that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks.

All electronic communications by an employee of the Morehouse Parish School System to a student enrolled in a school operated by the Morehouse Parish School Board relative to the educational services provided to the student shall only use a means provided by or otherwise made available by the Morehouse Parish School Board for this purpose. It is prohibited to electronically communicate with a student for a purpose not related to educational services except communications with an immediate family member of the employee. An immediate family member for the purposes of this policy shall be defined as a parent, spouse, or child of the school employee.

Should there be any electronic communication made by an employee at a school to a student enrolled at a school or that is received by an employee at a school from a student enrolled at any school operated by the Morehouse Parish School Board using a means other than the one provided by and made available by the Morehouse Parish School system, it shall be reported by the employee to the school principal at which the employee works or if the employee is not employed at a school to his/her department head or to the Supervisor of Child Welfare & Attendance. The report must be in writing and must be made within two (2) days of the electronic communication. The principal shall deliver any report to the Supervisor of Child Welfare & Attendance. The Supervisor of Child Welfare & Attendance shall retain records of each reported communication for a period of at least one year.

All school employees shall be provided a copy of this policy and sign a statement indicating his/her receipt thereof within thirty (30) days of its adoption by the Morehouse Parish School Board. Each individual employed after that date shall be provided a copy of the policy and a form to sign indicating receipt of it.

A copy of the policy shall be forwarded to each parent or other person responsible for a child’s school attendance within thirty (30) days of the adoption of the policy by the Morehouse Parish School Board. The policy will be incorporated in each school’s handbook commencing with the 2010-2011 school year. When the policy is forwarded to each parent or other person responsible for a child’s school attendance there will also be contained a form that the parent may sign and return to the school indicating that the parent or other person responsible for a child’s school attendance does not desire that his/her child be contacted through electronic communication by any school employee unless the purpose of such

communication is directly related to the child's educational services and is sent to and received by more than one student at the school. Such a form shall be placed in each school handbook commencing with the 2010-2011 school year.

It is the duty of each employee of the Morehouse Parish School Board to comply with the policies, procedures and practices set forth herein. Failure to comply may result in disciplinary actions including charges of willful neglect of duty and may cause termination of employment in accordance after applicable provisions of state law are followed.

Any person may report an alleged violation of this policy. The report of an alleged violation of the policy must be in writing, dated and signed by the reporter and provided to the school principal or department head. If the incident involves a principal or department head, the report should be delivered to the Supervisor of Child Welfare & Attendance or the Superintendent. The person receiving the complaint shall notify the Superintendent. The Superintendent shall appoint a committee to investigate the complaint to include three individuals to consist of the school principal or the Personnel Supervisor, a Curriculum Supervisor, the Title I Supervisor, the Special Education Supervisor or the Supervisor of Child Welfare & Attendance. After the committee is appointed it shall review the complaint and investigate it fully and provide a written report to the Superintendent of Schools within five (5) working days. Within five (5) working days of the receipt of the report, the Superintendent shall contact the reporter and the person who allegedly violated the policy to inform each of them as to the results of the investigation. Confidentiality as to the reporter and the nature of the complaint shall be maintained, consistent with the needs of the investigation into the complaint. Information concerning the complaint, the reporter and the results or progress of the investigation will be on a need to know basis, only by those assigned duties to investigate and take action.

A school principal, or his designee, may permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has previously requested and received written permission from the principal, or his designee, stating the purpose of such contact. The purposes for such contact may include, but need not be limited to necessary communications relative to extracurricular activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

Training sessions on this policy shall be held at least annually for all employees.

F-24

#### NURSING MOTHERS

Employees who are nursing are provided with reasonable unpaid break time to express breast milk after the birth of a child as long as providing such break time does not unduly disrupt operations. The nursing mother may take such a break to express breast milk for up to one (1) year after her child's birth. The Morehouse Parish School Board will make reasonable efforts to provide a private location. Employees will not be retaliated against for exercising their rights under this policy.

## EMPLOYEE DRESS CODE

The Morehouse Parish School Board expects all personnel to dress in such a manner as to reflect positively on the individual, the school, and the education profession. When school board employees exhibit a professional appearance, they are held in higher esteem by parents, students, and the community.

The standards of dress and provisions of this policy are applicable to all system employees, substitutes and volunteers in accordance with job descriptions. All employees will comply with the dress code policy. The program/building administrator will address individually those in violation of the approved dress code policy.

### **Men:**

#### **Acceptable**

Slacks- neatly pressed and worn with a belt  
 Belt if pants have belt loops (resting where body is not exposed)  
 Sport Shirts or Polo Shirts with collar  
 Dress Shoes (Loafers, casual) worn with socks  
 Oxford shirts or sweaters

#### **Not Acceptable**

Jeans of any color\*  
 Sweat pants, wind suits\*, jogging pants  
 Sleeveless t-shirts or collarless t-shirts  
 Overalls\* Shorts\*(including walking shorts)  
 Jewelry worn in any piercing  
 Sport/shower flip-flops or sandals, Original Crocs  
 Pajamas (including drawstring pants)  
 No visible offensive or distracting tattoos (cover with clothing or bandage)  
 Hats or caps worn in the building

### **Women:**

#### **Acceptable**

Sleeveless dresses/tops which meet top of arm  
 At shoulder or covered by a jacket  
 (undergarments may not show)  
 Skirts and dresses must be knee level or longer  
 Pants, pant suits, capris (mid-calf or longer)  
 Waist line resting where body is not exposed  
 Appropriate sandals  
 School T-shirts without a collar can be worn  
 with the school uniform pants/skirts if shirt is  
 neatly pressed and tucked in.

#### **Not Acceptable**

Bare midriff shirts or tops, t-shirts  
 Shirts/tops revealing any cleavage, backless or  
 keyhole shirts  
 Shorts\*, overalls\* pajamas (including walking shorts)  
 any skirt or dress above the knee  
 Sweat suits, jogging suits, active wear, leggings  
 House Shoes, tennis shoes  
 Men's style shirts with tailored hems worn untucked  
 Sport/shower flip-flops, Original Crocs  
 Jewelry worn in piercing other than ears  
 No visible offensive or distracting tattoos (cover with  
 clothing or bandage)  
 Jeans of any color\*

## **Dress Code Exceptions**

- \*Specific appropriate attire may be worn on spirit days or school dress up days as announced or designated by the program/building administrator. **Jeans should be free of holes/rips and with the waistband resting where body is not exposed (no low-riders)**
- Teachers of industrial arts and Technology Department Personnel may wear appropriate jeans.
- \*Physical Education Instructors may wear walking/coaching shorts (not stretch) in gym during P.E. classes. If a P.E. instructor teaches any other class during the day, he/she will change clothes or cover clothing with wind suit while in academic classrooms.
- Bus drivers/bus aides may wear appropriate jeans and t-shirts (without offensive statements, slogans, or political endorsements) during the school year and knee length shorts during the warmer months. Bus Drivers must wear closed toe and closed heel shoes.
- Maintenance and custodial employees may wear overalls, jeans and t-shirts (without offensive statements, slogans, or political endorsements) during the school year.
- School nurses and Occupational/Physical Therapists should follow the employee dress code with the following exception: Nurses and OT/PT may wear scrubs.
- Uniform scrubs (not medical) may be worn in PreK/Early Childhood Special Education classrooms when approved by the superintendent or his designee by submission of a plan of implementation.

**Any clothing considered inappropriate for students shall be considered inappropriate for system employees.**

## VOLUNTEER COACH/SPONSOR POLICY

No person may be employed as a volunteer coach or sponsor of any team, club or activity unless the individual completes each year the "Request To Volunteer At \_\_\_\_\_ School" form attached as part of this policy as Exhibit A and receives approval by the Superintendent after a background check and a drug clearance and the Superintendent deems it is in the best interest of the Morehouse Parish School Board to authorize the Volunteer Coach/Sponsor which shall be in a sport or activity on year by year basis only.

If approved by the Superintendent the Superintendent and the volunteer shall execute the "Volunteer Coaching Appointment" form attached as Exhibit B.

The provisions of this policy apply only for those individuals who are not already employed by the Morehouse Parish School Board. This policy and attached exhibits do not apply to any employee of the Morehouse Parish School Board.

No individual may serve in any capacity as a volunteer coach or sponsor without compliance with this policy.

EXHIBIT "A"

REQUEST TO VOLUNTEER AT \_\_\_\_\_ SCHOOL

My name is \_\_\_\_\_

My mailing address is \_\_\_\_\_

My residence's 911 address is \_\_\_\_\_

My home and cell phone numbers are: \_\_\_\_\_

- I do NOT work for the Morehouse Parish School Board.
- I would like to volunteer as  Coach  Assistant Coach  Other with the  Boys  Girls team/club/activity.
- I understand that as a volunteer, I will not receive a salary for the hours I volunteer with the team/club/activity.
- I understand that I will be required to submit to a background check and drug clearance in order to volunteer.

These are my reasons for wanting to volunteer (please express your reasons in your own handwriting; use an additional page if you need to do so; do not type): \_\_\_\_\_

For the reasons stated above, I am asking the Morehouse Parish School Board to allow me to volunteer with the team as I have indicated above:

STATE OF LOUISIANA

PARISH OF MOREHOUSE

I acknowledge and affirm that I have not been required to volunteer to coach; that no pressure has been brought to bear against me by anyone at the school district; that no threats have been made against me if I failed to volunteer; and that no promises have been made to me that I would receive employment, beneficial treatment for my children (if any) beyond what other students receive, or anything else of value if I do volunteer.

\_\_\_\_\_  
(Signature of Individual Requesting to Volunteer)

\_\_\_\_\_  
(Printed /Typed Name of Individual Volunteer)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Signature of Witness)

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

My Commission Expires: \_\_\_\_\_

EXHIBIT "B"

VOLUNTEER  
COACHING APPOINTMENT

This Volunteer Coaching Agreement is being offered to \_\_\_\_\_ for an appointment as a volunteer at \_\_\_\_\_ School during the 20 \_\_\_\_ - 20 \_\_\_\_ school term. This Volunteer Coaching Appointment is contingent upon the Morehouse Parish School Board approving the budget for the fiscal year 20 \_\_\_\_ - 20 \_\_\_\_ for the sport/activity, and upon the Superintendent's approving Coach's volunteer request and application.

Position: \_\_\_\_\_ Sport/Activity: \_\_\_\_\_

**Conditions of Appointment:**

The term of this Coaching Appointment begin \_\_ 1 \_\_ /20 \_\_ for the season, and includes all pre-season conditioning and training allowed by the Louisiana High School Athletic Association LHSAA (if applicable) and all post-season competition for which the team or any individual on the team qualifies. By accepting this appointment, Coach agrees to faithfully perform, to the best of his/her ability, those duties and accept the responsibilities and directions inherent in the position of being the head coach or an assistant coach of the sport for which he/she has volunteered and has been appointed. Coach also agrees to comply with the following:

1. All the rules and regulations relating to the extra-curricular activity as described in the Activity, Student and Teacher Handbooks, LHSAA rules (if applicable) and the school board fiscal reporting requirements.
2. All statutes, policies, and regulations dealing with concussions and provisions of water.
3. All Board Policies and Administrative Regulations are incorporated by reference as if included in their entirety. Among the referenced policies, Coach specifically agrees to adhere to those policies pertaining to the behavioral expectations for District Employees.
4. Mandatory reporting requirements of child abuse reporting and reports of immoral or unprofessional conduct by certificated or other personnel.

Further, Coach affirmatively avows that Coach is aware of and will enforce all Morehouse Parish School Board policies and administrative regulations relating to the District's behavioral expectations for students, both on and off campus.

Coach is hereby provided notice that this appointment will terminate on **the last day of the season and any post-season for which the team or any individual on the team qualifies**, if not terminated prior to that time by either party, This statement in no way provides Coach with any reasonable expectancy of continued appointment as a coach after that date. An evaluation will be completed at the conclusion of said activity.

The Coaching Appointment may be terminated during the term set forth above for any reason, including, but not limited to:

- (1) The appointment shall automatically terminate in the event the spot for which the Coach has volunteered is cancelled. If such an event occurs, this Coaching Appointment may be extended to the Coach for other coaching duties by mutual agreement of the Coach and the Superintendent and upon the Superintendent's sole determination of what is in the best interest of the District and the athletic program.
- (2) If the Superintendent determines the termination of Coach's volunteer appointment is in the best interest of the District.

The Volunteer Coach will not receive any wages, salaries or benefits whatsoever to defray the Volunteer Coach's time in assisting the team. In the event it is anticipated that the Volunteer Coach will be required to pay any out of pocket expenses for or on behalf of the team, upon advance written approval by his/her supervisor, he may do so and submit a request for reimbursement to the Morehouse Parish School Board which shall be reimbursed within a thirty (30) working day period.

Failure to sign and return the original of this notice of appointment to the District office within fifteen (15) days of receipt may be considered a declination of this appointment.

**MOREHOUSE PARISH SCHOOL BOARD**

BY: \_\_\_\_\_  
Superintendent's signature Date

COACH

\_\_\_\_\_  
Coach's signature Date

\_\_\_\_\_  
Coach's typed/printed name

## POLICY FOR BREAKING UP FIGHTS

- Never ignore aggression. If ignored, small acts of aggression can quickly grow to more violent aggression.
- Go toward the scene of the violence. Sometimes just the presence of an adult will stop a potentially violent situation.
- Quickly review the situation. Try to determine what has happened, who is there, and what is likely to happen. If the situation includes members of rival gangs, send an onlooker for more adults.
- Look to see if there are any weapons present.
- In a strong voice, tell students that they must stop doing what they're doing. Sometimes students are hoping an adult will tell them to stop fighting so they will have a "graceful" way out.
- Tell any onlookers to leave the area. Call students by name if you know them, and tell them specifically where to go. For example, "Brian, go back to your class now!" is more effective than saying, "Everyone get out of here now!"
- Tell onlookers, and those involved in the aggression, the consequences of not following your directions.
- Make a mental note of the names of onlookers.
- Never get between students who are fighting. Approach the students from the side or from behind, with your hands out in front of you to block any flailing limbs from hitting you.
- All school teachers are granted the power to use "reasonable force" in order to prevent pupils from committing acts of violence. The term "reasonable force" covers the broad range of actions used by most teachers at some point in their career that involve a degree of physical contact with pupils.
- Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, at school, on the playgrounds, or during recess. A teacher, administrator, principal, or any other certificated employee of school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a student that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.
- Separate the participants when it can be done safely. Move participants to a neutral location.
- After the incident, document what happened, share this with other adults as required, and school administrators should notify parents.
- Support victims in any way you can. Get them any help they may need.

PROHIBITION REGARDING HIRING  
AND REQUIREMENT FOR DISCHARGE  
OF APPLICANTS/EMPLOYEES CONVICTED OF CERTAIN OFFENSES

- A. (1)(a) A person who has been convicted of or has pled nolo contendere to a crime listed in R.S. 15:587.1 (C) shall not be hired by the school board as a bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.
- (b)(i) Except as otherwise provided in this Subparagraph, the school board shall not knowingly hire a person as an administrator, teacher, or substitute teacher if the person:
- (aa) Has been convicted of or has pled nolo contendere to a felony offense even if adjudication was withheld or a pardon or expungement was granted.
  - (bb) Has been found to have submitted fraudulent documentation to the State Board of Elementary and Secondary Education or the state Department of Education as part of an application for a Louisiana teaching certificate or other teaching authorization.
  - (cc) Has been found to have facilitated cheating on any state assessment as determined by the State Board of Elementary And Secondary Education.
- (ii) The school board may hire a person as an administrator, teacher, or substitute teacher who **is otherwise prohibited from being hired pursuant to item (b)(i) above** if the State Board of Elementary and Secondary Education approves a formal appeal request submitted by the person and issues a teaching certificate or authorization as provided in R.S. 1:7(6)(h).
- (c) For purposes of this Section, any person employed to provide cafeteria, transportation, janitorial, maintenance, or student services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by a school system.
- (2)(a) The Superintendent of Schools or the school board, as the appropriate party to take such action pursuant to this policy manual, shall dismiss:

- (i) An administrator, teacher, or substitute teacher upon the final conviction of or submission of a plea of nolo contendere in any **crime listed in R.S. 15:587.1(C); however, if the person has obtained tenure, such dismissal shall occur only after a hearing pursuant to the provisions of Louisiana law and this policy.**
  - (ii) An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the State Board of Elementary and Secondary Education or the state Department of Education as part of an application for a Louisiana teaching certificate or other teaching authorization.
  - (iii) An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by the State Board of Elementary and Secondary Education.
  - (iv) Any other school employee if such employee is convicted of or pleads nolo contendere to a crime listed in R.S. 15:587.1(C), except R.S. 14:74.
  - (b) The Superintendent of Schools shall notify the state superintendent of education of the employee's dismissal not later than thirty days after such dismissal.
  - (c) The school board may reemploy an administrator, teacher, or other school employee who has been dismissed for conviction of a crime, except a crime listed in R.S. 15:587.1(C), pursuant to subparagraph (a) of this Paragraph only upon written approval of the district judge of the parish and the district attorney, or upon written documentation from the court in which the conviction occurred stating that the conviction has been reversed, set aside, or vacated. Any such statement of approval of the judge and the district attorney and any such written documentation from the court shall be kept on file at all times by the school board and shall be produced upon request to any law enforcement officer. No later than thirty days after its being placed on file by the school, the school principal shall submit a copy of any such statement of approval or written documentation from the court to the state superintendent of education.
- B. Prior to the employment of any individual, the personnel office require the applicant to complete a sexual misconduct disclosure statement, a background check request and submit the applicant's fingerprints in a form acceptable to the Louisiana Bureau of Criminal Identification And Information, all prior to employment of such person.
- C. An administrator, teacher, or any other school employee upon his final conviction or plea of guilty or nolo contendere to any criminal offense, excluding traffic offenses, shall report in writing the fact of his conviction or plea to the Superintendent Of Schools

within forty-eight hours of the conviction or plea of guilty or nolo contendere.

- D. At the request of his parent or legal guardian, a student shall be removed from the class of any teacher who has a felony conviction and placed in another class **if there is another class of a suitable grade or subject available.**