The Tangipahoa Parish School Board met in regular session on Tuesday, February 6, 2007 at 6:30 p.m. in the Central Office Board room, 59656 Puleston Road, Amite, Louisiana, with President Leonard Genco, presiding.

MEMBERS PRESENT: Al Link, Leonard Genco, Robert Potts, Sandra Bailey-Simmons, Robert Caves, Rose Dominguez, Eric Dangerfield, Danny Ridgel and Ann Smith

MEMBERS ABSENT: None

The Ponchatoula High School FFA officers led the Pledge of Allegiance, the Preamble of the Constitution of the United States and the “Star-Spangled Banner”.

It was moved by Mr. Potts, seconded by Ms. Bailey-Simmons to approve the Board minutes of January 23, 2007. Hearing no objection, the motion was adopted.

Mr. Caves recognized the Ponchatoula High School FFA Chapter for receiving two national awards, the Model of Innovation in Community Development and the Living to Serve award. He presented certificates to the FFA officers in honor of this, which were Caitlin Lambert – Vice-President, Tanner Perrin – Treasurer, Kadie Sewell – Reporter, Brittany Palmer – Historian and Bryce Jenkins – Sentinel. Chasidy Smith – President and Kalli Best – Secretary and Ms. Cynthia Foster, principal, were unable to attend. He also presented Ms. Alice DuBois and Ms. Donna Winborn, Agriscience teachers and FFS sponsors with certificates.

Mr. Link informed the Board that Item #7, Screening Assessments, would be pulled and presented at a later date.

It was moved by Mr. Link, seconded by Mr. Ridgel, to adopt the following resolution:

RESOLUTION

WHEREAS, knowing that the Hammond High School basketball coach, Fred Stewart, is seriously ill in the hospital; and

WHEREAS, St. Thomas Aquinas High School and parents voluntarily hosted the annual Hall of Fame games; and

WHEREAS, St. Thomas Aquinas High School donated a portion of the proceeds to Coach Fred Stewart and his family; now

BE IT RESOLVED, that the Tangipahoa Parish School Board does hereby thank all the participating schools in the Hall of Fame basketball games; now

THEREFORE, BE IT RESOLVED, that the Tangipahoa Parish School Board gratefully acknowledges St. Thomas Aquinas School, the principal, coaches and especially parents for their hospitality and for hosting the Hall of Fame basketball games; now

BE IT FURTHER RESOLVED, that a copy of this resolution be spread upon the minutes of this Board and a copy sent to St. Thomas Aquinas High School.

Signed this 6th day of February, 2007.

Louis Joseph, Superintendent

Leonard Genco, Jr., Board President

Ms. Bailey-Simmons reported on the FRN Convention in Washington, D.C. that she attended. The FRN is a lobbying body for our state and school needs. The FRN lobbied for
increased funding for Special Education and Title I; approval of the NCLB act; Federal incentives and funding to help Highly Qualified teachers want to be more highly qualified and voluntarily pre-school programs. She also met with Representative Jindal and Congressman Vitter and presented to them the need for federal funding for dyslexia needs.

It was moved by Mr. Potts, seconded by Ms. Bailey-Simmons, to approve the purchase a standard duplicator for Chesbrough Elementary School in the amount of $3,990.00, from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

Ms. Patricia Morris spoke in Public Input.

Mr. Chris Moody, Board Attorney, stated that present policy time limit for Public Input on agenda items is 3 minutes and that the time limit for general Public Input is 5 minutes.

Mr. Kingsley Garrison spoke in Public Input.

It was moved by Mr. Caves, seconded by Mr. Dangerfield, to direct the staff to develop a PowerPoint presentation on the school district’s Objective Criteria hiring process for the next scheduled Board meeting. Hearing no objection, the motion was adopted.

It was moved by Ms. Smith, seconded by Mr. Link, to approve the Personnel Committee Report of January 30, 2007 and the Addendum #1 except Item A, Support Personnel. Mr. Caves requested that Item G, Superintendent Criteria/Timeline, of the Personnel Committee Report of January 30, 2007 be held out separately. Hearing no objection, the motion was adopted. Following is the report as approved;

It was moved by Mr. Link, seconded by Mr. Ridgel, to approve the Items A, B, C, D, H and I contained in the Personnel Agenda of January 30, 2007. Hearing no objection, the motion was adopted.

It was moved by Mr. Link, seconded by Mr. Ridgel, to approve advertising the position of Director of Personnel, Item E, on February 7, 2007, with Board approval, including the necessary changes. The changes to the job qualifications are that the applicant must have a valid Type A Louisiana Certificate and must complete a Self Evaluation to be included with the Professional Growth Plan. Hearing no objections, the motion was adopted.

It was moved by Mr. Ridgel, seconded by Mr. Link, to defer Item F to the next scheduled personnel meeting, at which time Asst. Superintendent Bellavia will have a full report.

It was moved by Mr. Ridgel, seconded by Mr. Link, to approve Draft #2 of the Timeline for Selection of the new Superintendent. Upon approval by the full Board, this position will be advertised beginning on February 7, 2007. Hearing no objection, the motion was adopted.

It was moved by Mr. Ridgel, seconded by Mr. Link, to approve the Personnel Addendum of January 30, 2007. Hearing no objection, the motion was adopted.

JANUARY 20, 2007

TEACHER – NEW HIRE

Erica Passman, Teacher – Loranger Elementary (place of Kathy Kendrick – leave), effective January 8, 2007, Substitute
Sarah Theriot, Teacher – Tucker Elementary (place of Rebecca Robin – retired), effective January 29, 2007, Substitute
Andrea Hillard, P.E. Teacher – Hammond Junior High (place of Leslie Buie – retired), effective February 1, 2007
SUPPORT PERSONNEL – NEW HIRE

Wesley Pierce, 9 Mo. 6 Hr. Janitor – Sumner High (place of Barry Kagler – resigned), effective January 3, 2007
Laura Doherty, SpEd Paraprofessional – Champ Cooper Elementary (new position), effective January 23, 2007

SUPPORT PERSONNEL – RECLASSIFICATION

Joan Duncan, From: Title I Paraprofessional – Chesbrough Elementary To: SpEd Paraprofessional – Chesbrough Elementary (place of Gina Kellem – reclassification), effective January 4, 2007
Gina Kellem, From: SpEd Paraprofessional – Chesbrough Elementary, To: 10 Mo. School Secretary – Chesbrough Elementary (place of Theresa Smith – transferred), effective January 4, 2007
Carrie Davis, From: SpEd Paraprofessional – Woodland Park ELC, To: Pre-K Teacher – Woodland Park ELC (place of Paula Locascio – resigned), effective January 22, 2007, 1 semester only

SCHOOL FOOD SERVICE – TRANSFER

George Landrew, From: Manager – Loranger Elementary, To: Manager – Hammond Westside (place of Donna Davis – resigned), effective February 1, 2007

JOB DESCRIPTION – DIRECTOR OF PERSONNEL

TITLE: DIRECTOR OF PERSONNEL

QUALIFICATIONS:

1. Master’s Degree (Certification, area of specialty);
2. At least a valid Type A Louisiana Certificate;
3. At least five years of teaching or administrative experience;
4. Such additional qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: Personnel Staff

DUTIES: A. LEADERSHIP

1. To provide leadership for the parish school system by recruiting and recommending highly qualified personnel for all vacancies.

2. To help develop and maintain working relationships and professional understanding between administration, teachers, and classified personnel;

3. To assist the Superintendent in interpreting the school program to the community in an effort to keep the public intelligently informed concerning school needs.

B. GENERAL REQUIREMENTS

1. To recruit, interview, and recommend for employment to the Superintendent applicants for certified and classified positions;

2. To plan, develop, and monitor the interview teams to enforce the objective criteria for the selection and placement of all applicants for employment.
3. By September of each school session to have planned and developed a program for the placement of qualified applicants both certified and classified, whereby principals and other program directors who supervise personnel may re-interview and select their own staff to fill new positions or replace personnel.

4. To complete Professional Growth Plan and Self Evaluation.

5. To perform other duties assigned by the appropriate authority.

TERMS OF EMPLOYMENT: 12 MONTHS
EVALUATION: Criteria established by School Board Policy

LEAVES*RESIGNATIONS*RETIREMENTS

SABBATICAL LEAVES

(Change in leaves as follows :)
Kathy Kendrick – From P& I to Medical leave for 2nd semester 2006-2007
Sue Harper, Teacher – Ponchatoula High, effective Medical, 2ne semester 2006-07

LEAVES

Juanita Boehm, Paraprofessional – Adult Education (straight L/W/O/P using sick days first due to surgery – February 16, 2007), effective January 26, 2007
Tanya Glass, Teacher – DC Reeves (extended sick leave using sick days first due to maternity – May 31, 2007), effective January 3, 2007
Linda Chustz, Teacher – Florida Parishes Juvenile Detention Center (extended sick leave using sick days first due to surgery – February 21, 2007), effective January 19, 2007
Victoria Candiotti, Librarian – Nesom Middle (extended sick leave using sick days first due to illness – undetermined), effective February 5, 2007
Edward Dyson, Bus Driver (extended sick leave using sick days first due to illness – undetermined), effective December 4, 2006
Regina Duncan, Teacher – Ponchatoula High (extended sick leave using sick days first due to maternity – May 31, 2007), effective January 29, 2007
Cheryl Rae, Teacher – Hammond Westside Primary (extended sick leave using sick days first due to illness – March 6, 2007), effective January 29, 2007
Rodney Painting, Teacher – Kentwood High (extended sick leave using sick days first due to surgery – March 2, 2007), effective January 12, 2007
Wade Jones, Bus Driver (extended sick leave using sick days first due to illness – undetermined), effective January 4, 2007

RESIGNATIONS

Scott Martin, Teacher/Coach – Ponchatoula High, effective January 12, 2007
Teresa Perry, Teacher – Roseland Elementary, effective February 7, 2007
Carol Mott Bates, Paraprofessional – Loranger Middle, effective January 22, 2007
Shavette Holland, Paraprofessional – Hammond Junior High, effective January 15, 2007

RETIREMENTS

Sharon Felder, Teacher – Ponchatoula Junior High, effective May 31, 2007

TEACHER SUBSTITUTE LIST

ADDENDUM #1 – JANUARY 30, 2007

LEAVES*RESIGNATIONS*RETIREMENTS
LEAVES

Tanya Glass, Teacher – DC Reeves (straight L/W/P – due to maternity, May 31, 2007), effective January 17, 2007
Terry Whitton, Psychologist – Special Services Center (extended sick leave using sick days first due to family illness – undetermined), effective January 16, 2007
Georgia Walker, School Food Service Worker – Chesbrough Elementary (straight L/W/P using sick days first due to illness – undetermined), effective January 4, 2007

RESIGNATIONS

Zantiel Magee, Band Director – Kentwood High, effective January 30, 2007

RETIREMENTS

Marsha Jones, Teacher – Hammond Eastside Upper, effective August 1, 2007
Jeanette Greigoire, Teacher – Tucker Elementary, effective January 3, 2007
Barbara Carter, Teacher – OW Dillon, effective May 31, 2007
Pamela Dragg, Teacher – Champ Cooper Elementary, effective May 29, 2007

It was moved by Ms. Smith, seconded by Mr. Link, to approve Item G of the Personnel Committee Report of January 30, 2007. The floor was open for discussion.

An amended motion was made by Ms. Dominguez, seconded by Mr. Ridgel, to accept the timeline to advertise for the position of Superintendent according to the waiver request submitted to the Board of Elementary and Secondary Education and to accept all applications submitted until such time as we receive the resolution of that waiver. Mr. Caves objected. After discussion a roll call vote was taken yielding the following results.

6 YEAS Ms. Smith, Mr. Potts, Mr. Genco, Mr. Link, Mr. Ridgel and Ms. Dominguez
3 NAYS Mr. Caves, Mr. Dangerfield and Ms. Bailey-Simmons.

The amended motion was adopted.

Mr. Caves opened discussion on the motion as amended. In reference to the timeline, Mr. Caves submitted a timeline of a 60 day placement from the date of advertisement to the selection of the Superintendent.

An amended motion was made by Mr. Caves, seconded by Ms. Bailey-Simmons, to change the timeline as presented by Mr. Caves to the Board. After discussion a roll call vote was taken yielding the following results.

3 YEAS Mr. Caves, Mr. Dangerfield and Ms. Bailey-Simmons
6 NAYS Ms. Smith, Mr. Potts, Mr. Genco, Mr. Link, Mr. Ridgel and Ms. Dominguez

The amended motion failed.

The original motion to approve Item G of the Personnel Report of January 30, 2007 as amended was adopted. Following is the report as approved:

NOTICE OF VACANCY

The Tangipahoa Parish School System, an equal opportunity employer, is now accepting applications for the position of Superintendent of Schools. The School System has 36 schools, approximately 20,000 students and approximately 2,200 employees, and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
QUALIFICATIONS:

$ Applicants must be eligible to serve as a Superintendent of Schools in the State of Louisiana in accordance with Louisiana State Bulletin 746, or

$ Individuals without a valid state-issued teaching certificate according to Bulletin 741 may apply contingent upon the approval of a waiver from the Board of Elementary and Secondary Education regarding this qualification.

$ Applicants must possess requisite administrative experience.

$ Applicants must possess the physical and mental stamina and ability to perform job functions, tasks, and duties.

APPLICATION: Applications must be postmarked no later than March 9, 2007. Forms may be obtained online at www.tangischools.org or by calling 985-748-2501. Applications received without all of the required items attached will be considered incomplete and will be returned to the applicant. Applications must include the following:

$ Completed application form

$ Up-to-date resume

$ Copy of Louisiana Teaching Certificate showing certification or a statement of eligibility for certification for this position from the Louisiana State Department of Education

$ Certified copies of all graduate or undergraduate transcripts

SALARY: Negotiable

SUBMIT APPLICATIONS TO:
Mr. Thomas Bellavia, Assistant Superintendent
Tangipahoa Parish School System
59656 Puleston Road
Amite, Louisiana 70422

Attention: Superintendent Search

TANGIPAHOA PARISH SCHOOL SYSTEM

TIME LINE FOR SELECTION OF NEW SUPERINTENDENT

January 30, 2007 .................................................................Personnel committee meets to review criteria.
February 6, 2007 .................................................................Personnel report presented to full Board.
February 7, 2007 .................................................................Advertisement sent to media and posted on website.
February 21-March 8, 2007 ..............................................Applications reviewed upon receipt.

March 9, 2007 .................................................................Deadline for receiving applications.
March 12 & 13, 2007 ....................................................Applications postmarked by March 9 are reviewed.
April 9-20, 2007 .................................................................Board selects date(s) to conduct interviews.
May 22, 2007 .................................................................Board selects new Superintendent.

Mr. Kingsley Garrison spoke in Public Input.

It was moved by Mr. Caves, seconded by Ms. Dominguez, to approve the Policy Committee Report of February 2, 2007. Hearing no objection, the motion was adopted. Following is the report as approved:

1. It was moved unanimously to approve the adoption of the new policy, GBK, Employee Discipline. Hearing no objection, the motion was adopted.

NEW POLICY

FILE: GBK
CF: GAK, GAMC
EMPLOYEE DISCIPLINE

The Tangipahoa Parish School Board, in accordance with state law, shall have authority to discipline employees in any manner, including oral or written reprimand, suspension, or termination, when an employee's behavior warrants such action. When not otherwise provided for by state law or Board policy, any disciplinary action to be considered by the Board shall be based on the recommendation of the Superintendent.

The School Board shall employ a progressive discipline approach when disciplining employees. Progressive discipline means that penalties for poor job performance or broken rules become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline, however, shall not inhibit the Superintendent and/or Board’s authority to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, performance, and disciplinary action taken shall be properly and thoroughly recorded.

Should any disciplinary measure become necessary, any documentation shall be considered confidential information and treated in accordance with statutory provisions and Board policy.

If, at any time, the School Board takes any personnel action against an employee based upon any document that was placed in the employee’s personnel file on or before September 1, 1987, the employee shall be given the opportunity to rebut and respond to such document.

New policy: November, 2006


2. It was moved unanimously to approve the revisions of Policy BG, School Board Ethics. Hearing no objection, the motion was adopted.

SCHOOL BOARD ETHICS

Recognizing that as a member of a public school board and that each Board member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Tangipahoa Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a school board member should be guided.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of Board members, as well as other designated officials, shall be in accordance with state law.

GIFTS

Acceptance of personal gifts by any Board member or employee of the Tangipahoa Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food or drinks of a social nature or participation in a social event. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or Board member who is or becomes a candidate for election to any public office.

NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a governing authority or the chief executive of a governmental entity shall be employed by the governmental entity, except that the School Board may employ any member of the immediate family of any Board member or the Superintendent as a
classroom teacher provided that such family member is certified to teach. Each member of the Board which employs a member of the immediate family of a School Board member or the Superintendent shall recuse himself/herself from any decision involving the promotion or assignment of teaching location of the employee, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

Exceptions

1. The School Board may employ any member of the immediate family of any Board member or the Superintendent as a classroom teacher provided that such family member is certified to teach. Any School Board member or Superintendent whose immediate family member is employed by the School Board shall recuse himself/herself from any decision involving the promotion or assignment of teaching location of the employee.

2. The School Board may employ an immediate family member of an athletic director of a school as a coach at such school.

PROHIBITED TRANSACTIONS

Any School Board member, Superintendent, or employee is prohibited by state law, with limited exception as provided in La. Rev. Stat. Ann. ‘42:1120, from participating in a transaction in which he/she has a personal substantial economic interest of which he/she may be reasonably expected to know involving the governmental entity. Also, any School Board member, Superintendent, or employee is prohibited by state law, except as provided in La. Rev. Stat. Ann. ‘42:1120, from participating in a transaction involving the governmental entity in which, to his/her actual knowledge, any of the following persons has a substantial economic interest:

1. Any member of his/her immediate family.
2. Any person in which he/she has a substantial economic interest of which he/she may reasonably be expected to know.
3. Any person of which he/she is an officer, director, trustee, partner or employee.
4. Any person with whom he/she is negotiating or has an arrangement concerning prospective employment.
5. Any person who is a party to an existing contract with such public servant, or with any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, or who owes any thing of economic value to such public servant, or to any legal entity in which the public servant exercises control or owns an interest in excess of twenty-five percent, and who by reason thereof is in a position to affect directly the economic interests of such public servant.

Every public employee shall disqualify himself/herself from participating in a transaction involving the governmental entity when a violation of state law would result.

ABUSE OF OFFICE

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with any thing of economic value.

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.
No School Board member shall act in an individual capacity without the authorization of the School Board to use the authority of his/her office or position as a member of the School Board, directly or indirectly, in a manner intended to compel or coerce any personnel decision, including the promotion, discipline, discharge, or assignment of work to any school employee.

No School Board member shall use the authority of his/her office or position as a member of the School Board, directly or indirectly, in a manner intended to compel or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such Board, contract with, be employed in any capacity by, or be appointed to any position by the Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board member holds such a certificate.

DEFINITIONS

*Agency* means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

*Agency head* means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

*Immediate family* as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

*Public servant* means a public employee or an elected official.

*Political activity* means an effort to support or oppose the election of a candidate for political office in an election.

*Substantial economic interest* means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except:

(a) The interest that the public servant has in his/her position, office, rank, salary, per diem, or other matter arising solely from his/her public employment or office.

(b) The interest that an elected official who is elected to a house, body, or authority has in a position or office of such house, body, or authority which is required to be filled by a member of such house, body, or authority by law, legislative rule, or home rule charter.

(c) The interest that a person has as a member of the general public.

*Transaction involving the governmental entity* means any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such particular matter which the public servant or former public servant of the governmental entity in question knows or should know:

(a) Is, or will be, the subject of action by the governmental entity.
(b) Is one to which the governmental entity is or will be a party.

(c) Is one in which the governmental entity has a direct interest. A transaction involving the agency of a governmental entity shall have the same meaning with respect to the agency.

Revised: October, 1997 Revised: August, 2003
Revised: November, 1999 Revised: September, 2006


3. It was moved unanimously to approve the recoding/renaming of Policy BCBL, School Board Hearings. Hearing no objection, the motion was adopted.

RECODED POLICY          FILE: GBHB BCBL
EMPLOYEE SCHOOL BOARD HEARINGS

In order for individual Tangipahoa Parish School Board Members to arrive at a decision pertaining to evidence presented at a hearing in regards to a Tangipahoa Parish School System employee, the Board may request a postponement in rendering an immediate verdict until the following Board meeting.

Such postponement will allow the School Board to thoroughly assess the evidence and transcript of the hearing and arrive at a fair decision. Deliberations following the hearing would not allow any introduction of evidence that was not presented at the hearing. Decisions could be based only upon the documents that were presented at the hearing, and upon evidence from testimony contained in the transcript that was recorded by the Court Reporter or tape during the hearing.

Adopted: September, 1993
Recoded: November, 2006

4. It was moved unanimously to approve the revision of Policy CEC, Recruitment of Superintendent. Hearing no objection, the motion was adopted.

FILE: CEC

RECRUITMENT OF SUPERINTENDENT

When an opening in the Superintendency occurs, the Tangipahoa Parish School Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties of the Superintendent.

The School Board shall advertise and solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Louisiana and in neighboring states with other educational placement agencies at its discretion. Prior to filling a vacancy, the School Board, at a minimum, shall publish a notice of the vacancy together with a request for the submission of applications to fill the position of Superintendent in accordance with all of the following:

a) On two (2) separate days at least one week apart in the official journal of the School Board.

b) Once in a daily newspaper published in the metropolitan area in the state having a population in excess of one hundred thousand persons that is nearest to the School Board offices, if such newspaper is not the official journal of the School Board.
All publication requirements stated above shall be completed at least thirty (30) days prior to action by the School Board to fill the position of Superintendent.

When filling a vacancy of the Superintendent, the School Board or any agent acting on behalf of the School Board shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent statutory provisions. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

DISCLOSURE OF APPLICANT’S RECORDS

The name of each applicant for Superintendent, the qualifications of each applicant, and any relevant employment history or experience of each applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public records.

Revised: November, 2006

5. It was moved unanimously to remand the revision of Policy DJED, Bids and Quotations to the staff for the next scheduled meeting. Hearing no objections, the motion was adopted.

6. It was moved unanimously to approve the revision of Policy ED, Buildings and Grounds Maintenance. Hearing no objection, the motion was adopted.

FILE: EB
Cf: EBBF, EBCA
Cf: EBG, ECF, GAMA

BUILDINGS AND GROUNDS MANAGEMENT

It shall be the policy of the Tangipahoa Parish School Board to require that school properties be maintained in good physical condition. Safe, clean, sanitary, comfortable, and adequately maintained facilities are considered basic indications of efficient management. The Board shall require periodic inspections to assure that school plants and grounds are clean, safe and otherwise maintained properly. The Board, therefore, shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the administration of the school system, including the regular evaluation for any safety hazards.

The Superintendent shall be delegated vested with a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program. Periodic Regular reports shall be made available to the Board relative to maintenance needs, safety, utility and attractiveness of school plants and grounds within the school system.

The Board shall not be held responsible for any personal items stolen or damaged on school premises. The Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

VACANT AND/OR UNOCCUPIED BUILDINGS

Vacant and/or unoccupied premises owned by the School Board shall be properly secured and maintained to prevent unauthorized trespass or injury to the general public. It shall be the responsibility of the Superintendent or his/her designee to assure that any vacant and/or unoccupied property of the School Board has limited access for authorized personnel only and the grounds are maintained regularly.

SMOKING/TOBACCO USE ON SCHOOL BOARD PROPERTY

The use of tobacco in any form shall be prohibited in all School Board buildings and vehicles. All buildings shall be properly posted with this stipulation.
Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall be prohibited on the grounds of any elementary or secondary school property, except in areas specifically designated as smoking areas. Such outdoor areas shall be established by each principal or building administrator.

Chewing or otherwise consuming any tobacco or tobacco product in any elementary or secondary school building, or any building located on the property of any elementary or secondary school, or on any school bus transporting students shall be strictly prohibited.

Revised: February, 2003
Revised: September, 2006

7. It was moved unanimously to approve the revision of Policy GAEAA, Sexual Harassment. Hearing no objection, the motion was adopted.

FILE: GAEAA
CF: GAA, GAE
CF: GBR, JAA

SEXUAL HARASSMENT

The Tangipahoa School Board does not condone and will do everything within its power to provide all students and all employees with an environment free of unwelcome sexual advances, request for sexual favors, and other verbal or physical contact or any ongoing communications constituting sexual abuse, as defined and otherwise prohibited by the state and federal law, and by the policy set forth herein.

The Tangipahoa School Board recognizes that discrimination on the basis of sex is a violation of Title IX of the Education Amendment of 1972, 20 U.S.C. Sec. 1681, and its implementing regulation, at 34 C.F.R. Sec. 106.31, which provides that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Board, therefore, maintains a firm policy prohibiting all forms of discrimination and all forms of sexual harassment on the part of an employer-to-employee, employee-to-student, student-to-student, or any other combination of these relationships within the workplace or school setting. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile environment, will not be tolerated under any circumstances.

The Office of Civil Rights (OCR) of the U.S. Department of Education defines sexual harassment as: "verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies limits, provides different, or conditions the provisions of aid, benefits, services or treatment protected under Title IX."

The legal definition from the Equal Employment Opportunity Commission Guidelines says sexual harassment may be defined as: "Unwelcomed sexual advances, (Note: incidences of employee/student welcomeness may not always be a consideration, particularly at the elementary and secondary level due to the fact that adults are considered authority figures) requests for sexual favors, and other verbal, or physical conduct of a sexual nature constitutes sexual harassment when:
1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment/education;

2. submission to or rejection of such conduct is used as a basis for employment/education decisions affecting such an individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work/education performance or creating an intimidating, hostile, or offensive working/educational environment.

Incidents of sexual harassment may include verbal or physical harassment such as, but not be limited to, incidents concerning an individual's employment or a student's status:

1. sexually oriented verbal communication, including derogatory comments, jokes, slurs, remarks, or questions of sexual nature; spreading of sexual rumors;

2. persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

3. creating a hostile work or learning environment, including the use of innuendoes or overt or implied threats;

4. sexually oriented physical communication, including unnecessary touching of an individual, e.g., patting, grabbing, pinching, hugging, or repeated brushing against another person's body;

5. requesting or demanding sexual favors accompanied by implied or overt threats;

6. requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment;

7. sexually oriented visual communication, including derogatory or offensive sexual pictures, photographs, graffiti, illustrations, messages, or notes; gestures, flashing or mooning, spying on while dressing or showering; or

8. sexual assault or battery as defined by current law.

Sexual harassment does not only depend on the perpetrator's intention, but also upon how the person who is the target perceives the behavior or is affected by it. It is recognized that instances occur within the school system involving individuals and personalities and these matters are best handled informally.

Individuals who experience sexual harassment shall make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

INFORMAL PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS
In the event that an individual believes such instances require intervention the individual shall next discuss the issue with the principal, immediate supervisor, or other certified staff member. The principal, immediate supervisor or other certified staff member shall assemble all parties concerned and attempt to resolve the issue among the parties involved. If the issue cannot be resolved informally, the principal, immediate supervisor, or other certified staff member shall provide parties a copy of the Tangipahoa Parish School System "Sexual Harassment Policy".

FORMAL PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS
STUDENT COMPLAINT
If any teacher or principal is put on notice of any alleged sexual abuse on behalf of a child within the system the principal or lead administrator at the facility where the alleged abuse occurred shall notify the parent or guardian of the child by letter and a follow up telephone call to make sure parents received such letter. The only exception to this would be if the parent or guardian is the alleged abuser, in which case the principal shall notify the appropriate legal authorities.
Step 1. Student

If a student has a sexual harassment complaint about the nature of any conduct or physical contact by another student, the student should discuss the sexual harassment complaint with the principal or other staff member. The staff member will report the complaint to the principal within one (1) operational day. The principal shall notify the Title IX Coordinator of the complaint in writing within one (1) operational day. The principal will be charged with investigating the complaint and attempt to remedy it to the mutual satisfaction of all parties involved within five (5) operational days of the date of receipt of the complaint. The principal shall immediately assemble all parties concerned, gather the facts, and render a disposition based on the Assertive Discipline Ladder (A.6). The principal shall indicate his/her decision regarding the complaint on the disciplinary referral form and shall furnish copies to all parties concerned.

If a student has a sexual harassment complaint about the nature of any conduct or physical contact by an employee, the student shall discuss the sexual harassment complaint with the principal or other staff member. The staff member will report the complaint to the principal within one (1) operational day. The principal shall notify the Title IX Coordinator of the complaint in writing within one (1) operational day. The principal will be charged with investigating the complaint and attempt to remedy it to the mutual satisfaction of all parties involved within five (5) operational days of the date of receipt of the complaint. The principal shall immediately assemble all parties concerned, gather the facts, and render a written disposition regarding the complaint and shall furnish copies to all parties concerned.

NOTE: If a student's principal is the object of a harassment complaint, the student may bypass the principal and file the complaint directly with the Administrative Director of School Administration and Pupil Services, Tangipahoa Parish Special Services Center, 1745 Southwest Railroad Avenue, Suite 301, Hammond, Louisiana 70403. Complaints against the Superintendent shall be heard by the Board.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect the individual's grades, or work assignments until a finding of fact determines that improper conduct occurred. The initiation of a complaint shall not adversely affect the status of a student.

Step 2. Student

In the event any parties concerned are not satisfied with the decision rendered at Step One or if no decision was rendered, within ten (10) operational days, the concerned party may appeal to the designated grievance officer. The student's formal written complaint shall be directed to the Administrative Director of School Administration and Pupil Services, Tangipahoa Parish Special Services Center, 1745 Southwest Railroad Avenue, Suite 301, Hammond, Louisiana 70403. The designated grievance officer shall within fifteen (15) operational days:

1. appoint the Sexual Harassment Panel consisting of a chairperson, the Title IX Coordinator, three (3) males and three (3) females;

2. schedule conference(s) with the Sexual Harassment Panel and all concerned parties;

3. forward a written decision of the Sexual Harassment Panel's findings to all concerned parties and the Superintendent.

Step 3. Student

In the event the parties concerned are not satisfied with the decision rendered at Step Two or if no decision was rendered, within fifteen (15) operational days, the concerned party may appeal to the Superintendent. The appeal shall be in writing and set forth the same information (see Form TC1) as in Step Two. The Superintendent or designee shall schedule conference(s) with all parties concerned within thirty (30) operational days. The Superintendent shall provide to concerned parties a written decision of his findings within five (5) operational days after the conferences.

Step 4. Student
In the event the parties concerned are not satisfied with the decision rendered at Step Three, or if no decision was rendered in Step Three, the concerned parties may appeal to the Tangipahoa Parish School Board. The appeal shall be in writing and shall request that the Superintendent place the concern on the agenda of the next regularly scheduled Board meeting. Such written request must include copies of all decisions previously rendered in connection with the complaint.

EMPLOYEE COMPLAINT

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflections on the complainant nor will it affect the individual's status nor will it affect future employment, or work assignments until a finding of fact determines that improper conduct occurred. The initiation of a complaint shall not adversely affect the security or status of an employee.

Step 1. Employee

If any employee has a sexual harassment complaint about the nature of any conduct or physical contact by another employee of the school district, the individual should discuss the sexual harassment complaint with the principal, immediate supervisor or other certified staff member. The principal, immediate supervisor or other certified staff member shall notify the Title IX Coordinator of the complaint in writing within one (1) operational day.

The principal, immediate supervisor or other certified staff member will be charged with investigating the complaint and attempt to remedy it to the mutual satisfaction of all parties involved within five (5) operational days of the date of receipt of the complaint. The principal, immediate supervisor or other certified staff member shall indicate his/her decision regarding the complaint in writing and shall furnish copies to all concerned parties.

NOTE: If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and file the complaint directly with the Director of Personnel, Tangipahoa Parish School System Office, Post Office Box 457, Amite, Louisiana 70422. Complaints against the Superintendent shall be heard by the Board.

Step 2. Employee

In the event any parties concerned are not satisfied with the decision rendered at Step One or if no decision was rendered, within ten (10) operational days, the concerned party may appeal to the designated grievance officer. The employee's formal written complaint shall be directed to Director of Personnel, Post Office Box 457, Amite, Louisiana 70422. The designated grievance officer shall within fifteen (15) operational days:

1. appoint the Sexual Harassment Panel consisting of a chairperson, the Title IX Coordinator, three (3) males and three (3) females;

2. schedule conference(s) with the Sexual Harassment Panel and all concerned parties;

3. forward a written decision of the Sexual Harassment Panel's findings to all concerned parties and the Superintendent.

Step 3. Employee

In the event the parties concerned are not satisfied with the decision rendered at Step Two or if no decision was rendered, within fifteen (15) operational days, the concerned party may appeal to the Superintendent. The appeal shall be in writing and set forth the same information (see Form TC1) as in Step Two. The Superintendent or designee shall schedule conference(s) with all parties concerned within thirty (30) operational days. The Superintendent shall provide to concerned parties a written decision of the findings within five (5) operational days after the conferences.

Step 4. Employee
In the event the parties concerned are not satisfied with the decision rendered at Step Three, the concerned parties may appeal to the Tangipahoa Parish School Board. The appeal shall be in writing and shall request that the Superintendent place the concern on the agenda of the next regularly scheduled Board meeting. Such written request must include copies of all decisions previously rendered in connection with the complaint.

Nothing contained in this policy and/or procedure shall restrict or diminish the authority of the Superintendent or designee to discipline any student or employee in accordance with the policies of the Tangipahoa Parish School Board, state law and applicable statutes. If a finding of fact determines that the student or employee acted improperly, appropriate action shall be taken in accordance with Board policy. If accusation(s) is/are determined to be unfounded, all documents relating thereto shall be expunged from the files of the Board.

Any individual who believes he or she has been sexually harassed may file a written complaint in accordance with the Tangipahoa Parish School Board Sexual Harassment Policy or with the Director, Office of Civil Rights, Region VI, U.S. Department of Education, 1200 Main Tower Building, Suite 2260, Dallas, Texas, 75202-9998, (214) 767-3959.

Review of Policy

The sexual harassment policy will be updated annually by the consultants engaged by the school system to review state and federal law in addition there to, the general counsel of the school system will review the policy for any possible changes or updates on a semi annual basis.

Revised: February, 1996
Revised: October, 1996
Revised: March, 2004
Revised: November, 2006


8. It was moved unanimously to approve the revision of Policy GAK, Personnel Records. Hearing no objections, the motion was adopted.

FILE: GAK
Cf: CN

PERSONNEL RECORDS

The Tangipahoa Parish School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or designee to keep the records updated and complete in accordance with statutory provisions. A School Board member or any other person authorized pursuant to this policy shall be permitted to examine any and all records of the school system, except school employee records relative to evaluations, observations, formal complaints, and grievances. However, the Board, upon a majority vote of the total Board membership, shall have the right to examine any and all records of the school system, including personnel records. (Moved to paragraph 4)

A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the proper maintenance of all personnel records. It is the duty of the employee to furnish the personnel office with certificates, transcripts, statements of degrees, and other educational experience related documentation.

The Superintendent shall be designated as custodian of all personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.
GENERAL ACCESS TO AN EMPLOYEE'S PERSONNEL FILE

No school employee shall be denied access to his/her personnel file. Any school employee requesting to see his/her personnel file shall be given access to his/her entire personnel file, including but not limited to all documents placed in the employee’s file on or before September 1, 1987. The contents of a school employee's personnel file shall not be divulged to third parties without the express written consent of the school employee, except when ordered by a court or by subpoena, or in accordance with this policy. No school system employee other than the personnel file custodian or the Superintendent for the system, or the designee of either, who shall be a school system employee, shall be allowed access to a school employee's personnel file without the school employee's expressed written consent, unless that employee is charged with the duty of supervising that particular school employee's performance. A School Board member or any other person authorized pursuant to this policy shall be permitted to examine any and all records of the school system, except school employee records relative to evaluations, observations, formal complaints, and grievances. However, in accordance with La. Rev. Stat. Ann. §17:81, the Board, upon a majority vote of the total Board membership, shall have the right to examine any and all records of the school system, including personnel records. (Moved from Paragraph 1)

In case a personnel file should be accessed by the Board or anyone else, the employee whose file was so accessed shall receive written notice of the fact and the name and title of the person who was permitted access. All persons permitted access shall maintain the confidentiality of those documents in the file that are not matters of public record.

If an employee wishes to review and/or obtain a copy of his/her personnel file, the employee must make a written request to the Superintendent or his/her designee not less than forty-eight (48) hours before the date the file will be reviewed.

REQUESTS FOR ACCESS AND INSPECTION

Additions to Personnel File

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. Each document concerning a school employee shall be placed in the employee's personnel file within a reasonable time and no document, except those resulting from routine recordkeeping, shall be placed in a school employee's personnel file by any school system employee, unless and until that school employee is presented with the original document and a copy thereof prior to its filing.

2. Upon receipt of the original document and copy of the same, the school employee shall sign the original document as an acknowledgement of the receipt of the copy of the document. Such signature shall not be construed as an agreement to the contents of the document.

Rebuttal and Response

Each school employee shall be given the opportunity to rebut and to respond to a document placed in his/her personnel file including but not limited to any document placed in such file on or before September 1, 1987.

1. The rebuttal and response must be in written form and once filed shall be attached to the document to which the response and rebuttal applies, and thus become a permanent part of the school employee's personnel file as long as the document remains a part of the personnel file.

2. No document or copy thereof, to which a response and rebuttal has been filed, shall be used for any purpose whatsoever unless the rebuttal and response or copy thereof is attached to the document or copy sought to be used.

3. A school employee shall have the right to receive proof of any allegations and statements contained in a document placed in his/her file that the school employee
believes to be inaccurate, invalid, or misrepresented. If such proof is not presented, the document containing the allegations and statement shall be removed from the school employee's personnel file and destroyed.

If, at any time, the School Board takes any personnel action against an employee based upon any document that was placed in the employee’s file on or before September 1, 1987, the employee shall be given the opportunity to rebut and respond to such document.

Procedure for Filing of Rebuttal and Response

1. Any rebuttal and response to a document placed in a school employee's personnel file shall be filed by the employee within fifteen (15) school days from the date on which the school employee signs the document acknowledging its receipt.

2. The school employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the school employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten-day extension of time shall not be unreasonably withheld.

3. The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the school employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the school employee.

CONFIDENTIAL INFORMATION

Certain items in the personnel records of School Board employees shall be confidential, including:

1. The home telephone number of the employee where such employee has chosen to have a private or unlisted home telephone number because of the nature of his/her occupation with such body.

2. The home telephone number of the employee where such employee has requested that the number be confidential.

3. The home address of the employee where such employee has requested that the address be confidential, except it shall be made available to recognized educational groups.

4. The social security number and financial institution direct deposit information as contained in the personnel records of an employee of the School Board. However, when the employee's social security number or financial institution direct deposit information is required to be disclosed pursuant to any other provision of law, including such purposes as child support enforcement, health insurance, retirement reporting, or to officials or employees of the school, School Board, Louisiana Department of Education, or Board of Elementary and Secondary Education (BESE), in the performance of duties or responsibilities of the official or employee, the social security number or financial institution direct deposit information of the employee shall be disclosed pursuant to such provision of law.

5. The name and account number of any financial institution to which the public employee’s wages or salary is directly deposited by an electronic direct deposit payroll system or other direct deposit system.

The above information shall not be divulged to third parties.
HEALTH AND MEDICAL RECORDS

In the matter of health and medical records, the laws applicable to that shall apply and the following items found in personnel records have been deemed confidential and should not be released for examination. An employee’s health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee’s general personnel file. Such records will include:

1. Medical/health records, claim forms, life insurance application, requests for payment of benefits, and all other health records of an employee and his/her dependents except as may be permitted by state law enrolled in the Tangipahoa Parish School Board adopted insurance plan.

2. All medical records of an employee, all records of payment of compensation to an employee or his/her dependent and other records which would ascertain the identity of the injured employee or his/her dependent in a Worker's Compensation action.

3. Medical information obtained as a result of an employee’s request for a reasonable work accommodation due to a disability.

There may be instances where an employee’s medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee’s medical file or to information about an employee’s medical condition which is unnecessary to the performance of the employee’s job.

Medical information may also be made available to third parties as required by law or business necessity. For example, the School Board may be required to release such information to government officials investigating the School Board’s compliance with the Americans with Disabilities Act, to state worker’s compensation offices in accordance with Louisiana worker’s compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

RELEASE OF PERSONNEL RECORDS PERMITTED

There are conditions under which personnel records of employees may be released. These conditions are:

1. Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.

2. Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.

3. In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to his/her own health record.

DEFINITIONS

Document means any written or otherwise tangible material intended to be or actually used as a part of or any evidence of the work history of any employee including but not limited to any and all reports, comments, reprimands, correspondence, memoranda, evaluations, observations, and grievances relative to a particular employee.

Personnel file means those file(s) which contain the cumulative collection of any and all documents maintained by the school system with respect to each individual employee.

Personnel file custodians (file custodians) means those persons employed by the school system charged with the duty of maintaining and preserving the personnel files.

Third party means any person or entity not regularly employed, or employed under a contract by the school system in which the employee is employed.
9. It was moved unanimously to approve the revision of Policy GAMA, Employee Tobacco Use. Hearing no objection, the motion was adopted.

FILE: GAMA
Cf: EB

EMPLOYEE TOBACCO USE

The use of tobacco in any form shall be prohibited in all School Board buildings and vehicles. All buildings shall be properly posted with this stipulation.

Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall be prohibited on the grounds of any elementary or secondary school property, except in areas specifically designated as smoking areas. Such outdoor areas shall be established by each principal or building administrator.

Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses. Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall be prohibited in buildings and on the grounds of any other Tangipahoa Parish School Board property, except in outdoor areas specifically designated as smoking areas by the building administrator.

Chewing or otherwise consuming any tobacco or tobacco product in any elementary or secondary school building, or any building located on the property of any elementary or secondary school, or on any school bus transporting students shall be strictly prohibited.

Revised: December, 1999
Revised: February, 2003
Revised: September, 2006

10. It was moved unanimously to approve the revision of Policy GAMC, Employee Investigations. Hearing no objection, the motion was adopted.

FILE: GAMC
Cf: GAE, GBK
Cf: JG

EMPLOYEE INVESTIGATIONS

The Tangipahoa Parish School Board recognizes that information used in any employee disciplinary situation must be factual and as accurate as possible. In order to assure proper conduct of an investigation that will determine the facts for offenses allegedly committed by employees, the Board sets forth the following.

I. A complaint that alleges harm or injury to the complainant will be referred for processing through the established grievance procedure contained in policy File: GAE.

II. A complaint against an employee alleging commission of an act of child abuse, moral offenses, or administration of impermissible corporal punishment will be investigated in accordance with the established procedures contained in policy File: JG.
III. A complaint, that alleges wrongdoing on the part of an employee, and which does not qualify for processing through provisions of policy File: GAE, or File: JG, will be referred to the Superintendent. Once the complaint has been submitted to the Superintendent, the Superintendent will consider the source and identity of the complainant and nature of the accusations to determine the process and extent of investigation.

IV. A complaint that an employee accused of irregularities or improprieties in the administration of standardized tests shall be referred to the Superintendent. When the Superintendent determines that an investigation is necessary, the Superintendent will proceed in the following manner:

1. The Superintendent shall appoint an investigating team to examine the allegations contained in the complaint. The investigating team shall consist of at least three (3) employees, two (2) of which shall not work in the same school, or department as the person(s) accused of the offense, with at least one (1) member being from the central office, who shall lead the investigation, and with the third member being the immediate supervisor of the accused as long as the supervisor is not part of the alleged wrongdoing.

2. The leader of the investigation team shall immediately schedule a conference with the alleged wrongdoer(s) to assess the validity of the report. Other staff members or students may be interviewed if it is deemed essential to the investigation, and the investigative team will review all documentation to determine if evidence exists to support or refute the allegations.

   NOTE: The investigation team will refer to the manual, "Investigating Alleged Wrongdoing by Employees in the School Setting" to guide their conduct of the investigation.

3. At the conclusion of the investigation, the investigation team shall file a written report of the findings with the Superintendent. The report may include disciplinary action to be considered against the alleged abuser if the allegations can be substantiated.

4. Once the Superintendent receives the investigation team's report, he/she shall review the findings in the report and determine if further action is necessary. If he/she determines that further action is indeed necessary, he/she shall notify the accused that a hearing will be scheduled in accordance with provisions of:

   1. Policy File: GBN - Separation of Professional Staff Members.

Evidence of criminal offenses discovered by the investigation team shall be reported to the appropriate civil authorities by the Superintendent.

PUBLIC ANNOUNCEMENT OF EMPLOYEE DISCIPLINE (Moved from GBHA)

The Tangipahoa Parish School Board, in accordance with state law, shall provide for an investigation of an employee, in cases where the Board has made a public announcement that an employee may be disciplined, whether or not there is an accompanying reduction in pay. Not later than thirty (30) days after the conclusion of the investigation and prior to any Board action to implement such disciplinary action, the employee may appear, if he/she so determines, before the School Board in open session and be given a reasonable time, as determined by the Board, to comment on the investigation and any actions taken or proposed to be taken involving the employee.

These provisions shall not be applicable to any reduction in force initiated by the Board.
Revised: January, 2002
Revised: November, 2006


11. It was moved unanimously to approve the revision of Policy GBC, Staff Recruitment. Hearing no objections, the motion was adopted.

FILE: GBC

STAFF RECRUITMENT

The Tangipahoa Parish School Board shall require the selection and appointment of professional employees to be made on the basis of qualifications determined by professionally trained school personnel rather than political consideration. The responsibility of school officials shall be to secure the services of the best people available with primary consideration being given to professional competency.

The Superintendent shall be granted full authority and responsibility for evaluating and recommending prospective professional employees, and his/her actions shall be based on a careful study by him/her and/or his/her designated staff members of the experience, training, professional qualifications, and human relations skills of the applicants. Except for extraordinary circumstances, a personal interview by the Superintendent or his/her designated staff shall be a part of the selection process.

When filling vacancies in positions of authority or those with policymaking duties, the School Board or any agent acting on behalf of the School Board shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of this statute. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

DISCLOSURE OF APPLICANT’S RECORDS

The name of each applicant for certain positions of authority or those with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public works.

Revised: November, 2006


12. It was moved unanimously to approve the revision of Policy GBD, Employment of Personnel. Hearing no objections, the motion was adopted.

FILE: GBD
Cf: GBJ, GBM

EMPLOYMENT OF PERSONNEL

The Tangipahoa Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should
not resort to the use of political, social, or other pressures to gain employment or promotion. Applications from persons applying for any position with the Tangipahoa Parish School System shall be valid for one (1) year from date of application, and after meeting all employment requirements.

PERSONNEL CHANGES

The School Board shall select teachers and all other personnel from recommendations made by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification where applicable, and are qualified for the position. Nothing shall prevent the School Board from rejecting the recommendation made by the Superintendent and requiring the Superintendent to submit additional recommendations.

Interested parties who apply for, and who are interviewed for, an advertised vacancy may be considered for employment in a similar position should a similar position become vacant within thirty (30) days of the previous advertisement. This will apply only when there are viable applicants who were interviewed for the previous vacancy, or as otherwise deemed necessary by the School Board. The School Board may require advertisement for any similar positions which open during the thirty (30) day period, however, applicants who were interviewed for the previous similar position may use their established interview scores when applying for the newly advertised similar position.

CERTIFIED PERSONNEL

The Superintendent and/or his/her designee shall consult with the principal regarding any possible selections made by the Superintendent for hiring or placement of any teacher or other certified personnel at the school in which the principal is employed. In addition, the Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

The Board shall require all teaching personnel employed by the district to possess those qualifications set forth by the Louisiana Board of Elementary and Secondary Education (BESE) and by all applicable accrediting agencies. The Board also recognizes that these qualifications, as well as qualifications for all positions, are set up to promote minimum standards. The Superintendent and/or his/her designee shall strive to employ persons who exceed these minimum requirements, whenever possible.

Persons newly appointed or employed in administrative or supervisory positions that require certification shall be placed on two (2) year employment contracts. Upon renewal, the employee contract shall be for two (2) years.

Part-Time Teachers (Added by Board action 7-24-06)

The Board recognizes that from time to time there may be a need to employ part-time teachers. All part-time teachers must be certified to be considered for part-time employment. The school administrator shall make a written request to the personnel department requesting permission to employ a teacher on a part-time basis. The personnel department will then ask for the personnel committee approval to employ an Individual on a part-time basis.

Compensation of part-time teachers working more than four (4) hours per day will be based on applicable degrees, years of service and the appropriate number of hours worked. Individuals employed for fours (4) hours or less will be compensated at the Board’s current hourly rate for certified teachers. All extended day or year programs will be paid at the Board’s hourly rate.

In the event that there are no certified individuals available consideration may be given to employ a non-certified individual.

BUS DRIVERS AND OTHER SUPPORT PERSONNEL

Bus Drivers
Appointments of school bus operator positions and bus route assignments shall be limited to applicants residing within the local respective school district, as defined by high school attendance zones, unless otherwise deemed to the advantage of the School System. Only drivers who reside in the high school attendance zone where the route originates will be considered for transfer. Only those drivers who apply before the published deadline of a specific advertisement of vacancy shall be considered for any vacancies that may occur due to transfers resulting from the advertisement. Current bus drivers desiring transfer to an anticipated vacancy that may occur as a result of any advertised vacancy must apply prior to the deadline to be considered for a transfer. Previous applications shall not be considered.

After a route vacancy is duly advertised, applications on file in the School Board office at the application deadline, of drivers who reside in the high school attendance zone in which the route originates, shall be given priority by:

1. rank order of seniority of tenured drivers

2. rank order of probationary drivers

3. rank order of approved qualified applicants in consideration of the original vacancy and any other resulting vacancies that may occur due to shifting of operators.

Current school bus drivers residing outside the high school attendance zones will be grandfathered in.

Any person applying for advertised routes will be considered for placement in any other vacancies that occur as a result of the advertisement (transfers). If a current school bus driver wants to be considered for any vacancies that may occur from this transaction, he/she must apply for the advertised route unless the vacant route is listed on the drivers' Desired Route List. The Transportation Department will survey each driver annually to allow him/her the opportunity to select up to three desired bus routes. If one or more of a driver’s desired routes becomes vacant then that driver would automatically be considered as meeting the advertised deadline.

The School Board shall only employ as school bus drivers those persons who have met all state and federal requirements for such positions. Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route, then a substitute bus operator shall be selected for the position from a list of approved substitute school bus operators.

Whenever a school bus operator owning his/her own bus retires, the Board shall first offer a vacated route to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

Only if the Board is required, in filling a vacant route pursuant to the above provisions, to bear an increase in the unreimbursed costs for nonpassenger miles over those attributable to the previous operator who vacated the route, may a school system select an operator to fill the vacant route on a different basis than outlined above. The School Board may select an operator to fill a vacant route using a different process than outlined above, but only if the Board is required to bear an increase in the unreimbursed costs for nonpassenger miles over those attributable to the previous operator who vacated the route.
Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated.

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

**Newly Hired Bus Drivers**

1. The Superintendent shall be responsible for nominating the best qualified candidate to the Personnel Committee, based on criteria approved by the Board.

2. The committee shall have the responsibility of accepting or rejecting the nomination but not nominating against the Superintendent's recommendation.

3. The Personnel Committee shall have the responsibility of referring the name of the successful candidate to the Board for final approval.

**Other Support Personnel**

Applicants shall be selected for support positions based on criteria as may be determined by the School Board. Unless specifically covered by a written employment contract expressly entered into by the individual employee and the Board, school employees shall be hired on an *at-will* employment basis, which means they are subject to dismissal by the Board upon the written recommendation of the Superintendent. *School employee* shall mean any employee of the Board that is not required to hold a valid teacher's certificate as a condition of employment or is not a bus driver. All appointments shall be temporary until ability to perform assigned tasks has been determined.

**DISCLOSURE OF INFORMATION BY APPLICANT**

Prior to hiring any employee, the School Board shall request the applicant to sign a statement that requests and authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is a city, parish, or other local public school board, relative to all instances of sexual misconduct with students as defined by BESE regulations, as committed by the applicant, if any. The statement shall also request the current or previous employing School Board make available to the School Board, within twenty (20) business days of receipt of the request, copies of all documents as contained in the applicant's personnel file maintained by such employer relative to instances of sexual misconduct, if any. Such request for information shall include a copy of the required statement signed by the applicant.

The School Board may employ any applicant on a conditional basis pending the Board's review of any information obtained pursuant to this request. However, in accordance with statutory provisions, the School Board shall not hire any applicant who does not sign the statement as required by law.

Any information obtained by the School Board as a result of the statement and request outlined above shall be used by the Board only for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied.

**CRIMINAL HISTORY OF APPLICANTS**

The Tangipahoa Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. A prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal activities.

A standard applicant fingerprint card and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and
submitted to the proper authorities for processing. Any cost associated with fingerprinting or the disclosure of background information on an applicant may be passed on to the applicant.

1. No person who has been convicted of or has plead nolo contendere to crimes listed in La. Rev. Stat. Ann. §15:587.1 shall be hired as a teacher, substitute teacher, bus driver, substitute bus driver, or janitor, or as a temporary, part-time, or permanent school employee of any kind, unless approved in writing by a district judge and the district attorney with jurisdiction in this parish, or if employed on an emergency basis, unless approved in writing by the Superintendent. Any such statement of approval shall be kept on file at all times at the location wherein the employee is assigned and shall be produced upon request by any law enforcement officer.

2. For the purposes of reviewing the criminal history of prospective employees, any person employed to provide cafeteria, transportation, janitorial or maintenance 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 the school system.

3. Every such prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the proper authorities for a criminal history review.

4. A person who has submitted his/her fingerprints may be temporarily hired pending the results of the inquiry.


8. The Board may reemploy a teacher or other school employee who has been convicted of crimes enumerated in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74, only upon written approval of a district judge and the district attorney who has jurisdiction in this school district, or upon written documentation from the court in which the conviction occurred stating that the conviction had been reversed, set aside, or vacated.

Revised: November, 1989
Revised: December, 1990
Revised: August, 1992
Revised: December, 1992
Revised: March, 1993
Revised: November, 1993
Revised: August, 1994
Revised: December, 1995
Revised: August, 1996
Revised: August 5, 1997
Revised: December, 1997
Revised: January, 1998
Revised: March, 1998

Revised: June, 1998
Revised: October, 2001
Revised: August, 2002
Revised: September, 2003
Revised: June, 2005
Revised: August, 2005
Revised: September, 2006
Revised: November, 2006

Ref: La. Rev. Stat. Ann. 17:15, 17:81, 17:81.9, 17:493.1, 23:897; Board minutes, 5-7-91, 7-9-91, 11-17-92, 5-3-94, 3-7-95, 8-5-97, 11-4-97, 3-17-98, 5-6-03, 5-17-05, 11-15-05, 7-24-06.

13. It was moved unanimously to approve the revision of Policy GBE, Assignment. Hearing no objection, the motion was adopted.
The Tangipahoa Parish School Board authorizes the Superintendent or designee to assign all teachers, administrators, supervisory personnel, and other employees of the Board to their respective positions and/or schools upon employment. It is the desire of the Board that instructional personnel be assigned on the basis of their qualifications and the needs of the school district and their expressed desires. The appropriateness of the assignment will have a significant impact on the morale of the professional staff and the effectiveness of the total educational program. All assignments shall be approved by the School Board.

The Board shall prohibit the wife or husband, son or daughter, son-in-law or daughter-in-law, brothers and sisters and their spouses, parents, or parents of the spouse of a principal or assistant principal of a school to be hired to teach in the school of which the spouse, parent, child or sibling is principal or assistant principal. Employees (wife or husband, son or daughter, son-in-law or daughter-in-law, brothers and sisters and their spouses, parents, or parents of the spouse) may work at the same job site, but not in the same job classification.

Exceptions are cases which were approved prior to this policy. Any future appointments or promotions will be subject to this policy.

Evaluators shall not be assigned to formally evaluate members of their immediate family.

In order to avoid conflicts of interest, or the appearance of same, no employee shall be assigned to a position that would require that employee to be directly supervised or evaluated by an immediate family member. The above provision, however, does not apply, in accordance with statutory provisions, to an immediate family member of an athletic director of a school, which may employ an immediate family member as a coach where he/she is athletic director.

Immediate family members include the person’s children, the spouses of the person’s children, the person’s brothers and their spouses, the person’s sisters and their spouses, parents, spouse, and the parents of the person’s spouse.

For purposes of this policy, principals and/or assistant principals shall be considered to directly supervise all programs operated at their school; therefore no immediate family member of any principal shall be employed by the School Board to work in any program operated at his/her school. Also, any department head shall be considered to directly supervise all operations in the department.

CLASS ASSIGNMENT

The principal shall be responsible for assigning teachers to classes within his/her respective school. Except in extenuating circumstances, the principal shall notify teachers of their anticipated assignment for the school year prior to the opening of school. Teachers who wish to request reassignment for the subsequent school year may do so provided such request is submitted prior to the close of the school year. Principals shall give every reasonable consideration to teacher requests for assignment to a particular grade level and/or subject area for which a teacher is certified and qualified.

A teacher shall be notified by the principal of any change in assignment as soon as reasonably possible.

Revised: January, 1992 Revised: June, 2002
Revised: June, 1997 Revised: January, 2003
Revised: November, 1999 Revised: September, 2006
Revised: April, 2001

14. It was moved unanimously to approve the deletion of Policy GBHA, Employee Discipline (added to GAMC). Hearing no objection, the motion was adopted.

**RECOMMENDED FOR DELETION**

**FILE: GBHA**

**EMPLOYEE DISCIPLINE**

The Tangipahoa Parish School Board, in accordance with state law, shall provide for an investigation of an employee, in cases where the Board has made a public announcement that an employee may be disciplined, whether or not there is an accompanying reduction in pay. Not later than thirty (30) days after the conclusion of the investigation and prior to any Board action to implement such disciplinary action, the employee may appear, if he/she so determines, before the School Board in open session and be given a reasonable time, as determined by the Board, to comment on the investigation and any actions taken or proposed to be taken involving the employee.

These provisions shall not be applicable to any reduction in force initiated by the Board.


15. It was moved unanimously to approve the recoding of Policy GBKA, Suspension (old code GBK). Hearing no objections, the motion was adopted.

**RECODED POLICY**

**FILED:  GBKA**

**Cf:  GBN**

**SUSPENSION**

The Tangipahoa Parish School Board may suspend any person in its employment when the Superintendent has reason to believe that cause exists for such suspension when the interests of the school district so dictate.

The Superintendent shall have the authority to temporarily suspend school personnel when, in his/her opinion, the circumstances necessitate immediate action. The salary of a suspended teacher shall cease as of the date the Board sustains the suspension, as permitted by state law. If sufficient grounds for termination or suspension are not found, the teacher shall be reinstated without loss of compensation.

For teachers who have completed the required probationary period, charges shall be stated in writing and the teacher so charged shall be given an opportunity to be fully and impartially heard by the Board upon request made in writing within thirty (30) days of notice of termination or suspension.

Notice of the charges against such a teacher and the opportunity for a hearing shall be served upon the teacher by registered mail by the Superintendent. The hearing shall be held as soon as is possible after receipt of written request by the Board, unless mutually agreed upon by the Board and employee for some other date.

Personnel who are subsequently dismissed as a result of a hearing for cancellation of an employment contract after having been suspended shall not receive compensation for the period of such suspension.

**EMPLOYEES CHARGED WITH A FELONY**

If any employee of the Tangipahoa Parish School Board shall be indicted or charged by the District Attorney by Bill of Information with any felony, that employee shall be immediately suspended with pay. The employee will immediately be notified in writing of the suspension with pay and shall be notified of a Hearing to be held not less than fifteen (15) nor more than thirty (30) days following the date of notification for the purpose of determining what further action, if any, should be taken with regard to the employee so charged.
At the Hearing referred to above, the School Board shall consider any evidence which it has been able to discover concerning the nature of the charges and may, dependant upon its findings at said Hearing, reinstate the employee to normal duties, continue the suspension with pay pending resolution of the charges, suspend the employee without pay pending resolution of the charges, or take other such action as deemed appropriate by the School Board to the situation up to and including discharge of the employee, unless the employee is a tenured employee. If the School Board takes action to suspend a tenured employee without pay, the Board shall then schedule a full termination hearing within the appropriate days as set forth in the Termination Policy of the Board and/or the Tenure Laws of the State of Louisiana. In the event that an employee is suspended without pay pending resolution of the charges, then, upon resolution of the charges by conviction of a felony, a plea of guilty to a felony, or a plea of no contest to a felony, said employee shall be discharged. If the charges are resolved by a finding of not guilty or by dismissal of the charges, then the employee shall be reinstated to full duty with back pay to the date of suspension without pay unless the Board has at that time completed termination proceedings independent of the criminal proceeding in which case the resolution of the criminal proceeding shall have no effect upon the employee's status.

In the event of an emergency situation in which the safety and welfare of other employees of the Tangipahoa Parish School Board, students of the Tangipahoa Parish School Board, or property of the Tangipahoa Parish School Board is threatened, the Superintendent or his/her designee shall have the authority to immediately suspend with pay and schedule a Hearing of the type described for any employee of the Tangipahoa Parish School Board who has committed, or is accused of committing, or is about to commit any act of physical harm to any person or property, even though said person may not yet have been charged by indictment or by Bill of Information.

Revised: September, 1990
Revised: May, 1993
Revised: July, 1994
Recoded: November, 2006


16. It was moved unanimously to approve the consolidation of Policy GBL, Tenure with the old Policy GCL. Hearing no objection, the motion was adopted.

FILE: GBL
Cf: GBJ

TENURE

PROFESSIONAL PERSONNEL

The Tangipahoa Parish School Board shall grant tenure to teachers who have successfully served a probationary term of three (3) years from the date of their appointment within the school district.

The laws of tenure are applicable to teachers, principals, assistant principals, supervisors and other appropriate personnel. Teachers with extracurricular assignments acquire tenure as teachers but not in their position of the extracurricular assignment. Teachers who have been promoted and have entered into an employment contract with the Board shall not be eligible to acquire tenured status in the position to which promoted but shall retain permanent status in their former position.

BUS OPERATORS (Added from policy GCL)

Tenure shall be granted bus operators in accordance with state law.

The law specifies that bus operators shall serve a probationary term of three (3) years reckoned from the date of first employment by the system. Upon absence of notification of dismissal within that time, the employee becomes a permanent employee, with tenure in the system.
A probationary employee may be discharged by the Tangipahoa Parish School Board provided proper notice is given; a permanent employee may be discharged only for the reasons set forth in the law and provided that due process is followed as set forth in statutory provisions.

OTHER SUPPORT PERSONNEL

No tenure is granted by law to other non-certificated employees in Tangipahoa Parish.

Revised: November, 1985
Combined with GCL: October, 2006


17. It was moved unanimously approved to refer the consolidation of Policy GBN, Dismissal of Personnel with old Policy GCN to the staff and legal counsel for review and to bring back at the next scheduled meeting. Hearing no objection, the motion was adopted.

18. It was moved unanimously approved to approve the recoding of Policy GBNA, Reduction in Staff Personnel (old code GBKA). Hearing no objection, the motion was adopted.

RECODED POLICY

FILE: GBKA GBNA

REDUCTION IN STAFF PERSONNEL

The Tangipahoa Parish School Board shall make provisions for a reduction in the number of employees of the school district, which may be made for reasons of program elimination, declining enrollment, insufficient funds, or other reasons 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.

Prior to any reduction in personnel under the provisions stated here, the Board, as employer, shall formally adopt a plan specifying how positions to be reduced in various personnel categories shall be determined. The plan shall include, but not be limited to the following minimum standards to be used in the determination:

1. Certification, if applicable
2. Seniority in the system
3. Tenure of employees
4. Academic preparation, if applicable, in the employee's field
5. a. The right of an employee notified of an action which results from implementation of a reduction in force policy to request in writing a review of such action and to receive notice of the results of such review.
   b. The right of an employee to pursue the matter through the Board's grievance procedure.

The Board delegates to the Superintendent and his/her administrative staff the responsibility for preparing all pertinent procedures for implementing this policy. The procedures developed shall also include provisions for recall of qualified personnel within a specified time period.

Revised: December, 1995
Recoded: November, 2006

19. It was moved unanimously to approve the revision of Policy GBRA, Employee Conduct. Hearing no objections, the motion was adopted.

FILE: GBRA

EMPLOYEE CONDUCT

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

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

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

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

While the operation of the Tangipahoa Parish School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

NOTIFICATION BY EMPLOYEES
Teachers and/or any other School Board employee shall be required, in accordance with state and federal statutory provisions, to notify the Board upon conviction of certain crimes.


B. A teacher or any other School Board employee shall notify the School Board of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Revised: September, 2006

Ref: 41 USC 702 (Drug-Free Workplace); La. Rev. Stat. Ann. §§17:15, 17:81; Sylvester v. Cancienne, 95-0789 (La. App. 1 Cir. 11/9/95), 664 So.2d 1259; Howard v. West Baton Rouge Parish School Board, 2000-3234 (La. 6/29/01), 793 So.2d 153; Board minutes, 8-6-02.

20. It was moved unanimously to approve the revision of Policy GBRH, Professional Leaves and Absences. Hearing no objection, the motion was adopted.

FILE: GBRH

PROFESSIONAL LEAVES AND ABSENCES

The Tangipahoa Parish School Board recognizes a distinct need for professional leave for personnel in order to further enrich the instructional program. The Board may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interests of the school district. The Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Board and/or Superintendent.

Application and notification to attend a conference or similar educational meeting shall be made and approved as far in advance of the meeting as possible.

Employees who request and receive written approval from or are directed by their supervisors to be absent from work assignment to attend a meeting, workshop, or other work related activity, shall indicate excused absence on their time-keeping form.

Leave of absence without pay for periods of time not exceeding one (1) year may be granted by the Board upon written request for professional or educational leave reasons. Such leave shall not affect any tenure rights which the applicant has previously acquired, but it shall interrupt active service for sabbatical leave purposes if for twenty (20) consecutive days or more.

LEAVE FOR STATE BOARD OR COMMISSION

Leave with pay shall be granted any school system employee who is an elected member of the Board of Trustees of the Teachers’ Retirement System of Louisiana or the Louisiana School Employees Retirement System, an elected or appointed member of the Louisiana Board of Elementary and Secondary Education (BESE), or an appointed member of any task force, commission, or other advisory body established by BESE so that such employee may attend meetings of the entity and any committees thereof on which the employee serves.

The School Board shall require any employees who may serve on the public entities outlined above to provide notice to the Board of the dates and times of all meetings of the entity and any committees thereof that are scheduled to occur on a regular basis and reasonable notice to the Board of any special or otherwise unscheduled meetings.
Any employee serving on such an entity shall apply in writing for such leave in a timely manner, but in no case less than twenty-four (24) hours prior to the date of the meeting, except in an emergency. The employee shall also be required to submit proper documentation that the leave granted was used for the purposes for which requested. Improper use of said leave may result in reimbursement to the Board of any compensation paid the employee for the leave days taken, and may lead to discipline of the employee up to and including termination.

PROFESSIONAL DEVELOPMENT ACTIVITIES - SUBSTITUTES

In an effort to allow classroom teachers to participate in professional development activities, the Board shall provide for a substitute on a limited basis. A limited number of days per school per year shall be allowed per school site to allow principals to select those activities that will benefit staff members, students and/or the school site. Substitutes shall be provided in the following manner:

1. Schools shall be allocated a specific number of days per school year based on the number of students on the previous year end report. The ration will be 1 substitute per 100 students.

2. Days will be in addition to those allowed in special projects or programs. These programs or projects are to establish specific guidelines for substitutes to be provided as appropriate to guidelines and need.

3. The principal shall submit by the end of September to the Assistant Superintendent assigned to the school a list of those estimated activities that will be used and the number of days. The principal and staff will make the decisions on such activities.

4. The principal shall submit the individual's Professional Leave Request Form to the appropriate Assistant Superintendent no later than two (2) weeks prior to the event. The form must be completed in its entirety.

5. A copy of the approved Professional Leave Form must be attached to the proper Substitute Claim for Reimbursement Form which is to be submitted on a timely basis at the end of each month.

6. Other expenses shall not be allowed, (meals, travel, registration, other) under this policy.

7. Follow-up evaluation will be submitted where program or project requires.

8. Any site that exceeds the number of substitutes allocated will be responsible for reimbursement to the Tangipahoa Parish School System.

Revised: November, 1991
Revised: September, 2006


21. It was moved unanimously to approve the consolidation of Policy GBRJ, Substitute Personnel with Policy GCRJ. Hearing no objection, the motion was adopted.

FILE: GBRJ

Cf: GBD

SUBSTITUTE PERSONNEL

PROFESSIONAL PERSONNEL

The Tangipahoa Parish School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his/her designee shall prepare the list assuring that all those listed possess
appropriate employment criteria, including verification of teachers' qualifications and certification.

Principals or their designated representatives shall call substitute teachers from the approved list in case of absence of a regular teacher. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for six (6) consecutive days. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

The principal shall contact the Personnel Department to determine if there are any certified teachers available when attempting to fill a vacancy for a period of absence that exceeds six (6) consecutive days.

In order to qualify as a substitute teacher, the applicant must:

1. Hold a high school diploma or a high school equivalency diploma, and
2. Be at least twenty-one (21) years of age at time of application.

Compensation paid to substitutes shall be based upon the degree status of the substitute in accordance with pay schedule as set by the Board. It shall be incumbent upon the substitute teacher, however, to properly notify the personnel department of such continuous employment. (Moved up from below) Substitute teachers shall be paid in accordance with the following:

1. Teacher absence covered by sick leave days (less than 21 consecutive days):
   - Less than bachelor degree: Daily rate of pay as adopted by Board in current salary schedule
   - Bachelor degree/not certified: Daily rate of pay as adopted by Board in current salary schedule
   - Certified Teacher: Daily rate of pay as adopted by Board in current salary schedule

2. Teacher absence not covered by sick leave:
   - Less than bachelor degree: Daily rate of pay as adopted by Board in current salary schedule
   - Bachelor degree/not certified: Double the daily rate of pay for a degreed substitute, not certified
   - Certified Teacher: Daily rate of pay based on substitute's degree and years experience as per teacher salary schedule, not to exceed absent teacher's pay

3. Teacher absence exceeding 21 consecutive days, covered by sick leave:
   - Less than bachelor degree: Daily rate of pay as adopted by Board in current salary schedule
   - Bachelor degree/not certified: Double the daily rate of pay for a degreed substitute, not certified
   - Certified Teacher: Daily rate of pay of beginning certified teacher
4. Vacancy

Less than bachelor degree: Daily rate of pay as adopted by Board in current salary schedule

Bachelor degree/not certified: Daily rate of pay of beginning certified teacher

Certified Teacher: Daily rate of pay based on substitute's degree and years of experience as per teacher salary schedule

SUPPORT PERSONNEL (Added from GCRJ)

The Tangipahoa Parish School Board shall require the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support personnel absent from work. Only persons approved by the Board shall be eligible for employment as substitutes. Appropriate judgment as to actual need should be exercised before employment of a substitute for support personnel.

Bus Drivers

Any time a substitute bus operator has been driving a route for more than ninety (90) consecutive days, the School Board shall review the circumstances of the regular operator to be certain that the continued use of a substitute operator is warranted and appropriate.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave or a new route is established, the route shall be filled with a regular school bus operator as provided by law no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator can be appointed to a route. A substitute operator may not drive a route for a period that exceeds the end of the school year during which the operator began driving the route. If a regular operator cannot be found to fill the route in accordance with state law, a regular bus operator serving a probationary term in accordance with state law shall be appointed to the vacant route. If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

A substitute bus driver shall be paid a daily rate as approved by the Board, but in no case less than sixty-five percent (65%) of the daily rate of pay being paid the regular bus driver, to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

Other Support Personnel

A substitute school employee (those employees who are not certificated and who are not bus drivers) shall be paid a daily rate as approved by the Board, but in no case more than sixty-five percent (65%) of the daily rate of pay for the beginning level of the salary schedule, corresponding to the classification of the regular school employee. In no case, however, shall the substitute's rate of pay be less than the federal minimum wage.

Revised: June, 1989  Revised: June, 1998
Revised: August, 1991  Revised: October, 1998
Revised: July, 1992  Revised: June, 2002
Revised: October, 1997  Combined with GCRJ: October, 2006


22. It was moved unanimously to approve the revision of Policy JDD, Suspension. Hearing no objection, the motion was adopted.

FILE: JDD
The Tangipahoa Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions. The term of suspension may carry over into the next school year, when necessary, unless otherwise provided for in state statutes.

In each case of suspension, the school principal, or his or her designee, prior to any suspension, shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil. Notice shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card, or by sending a certified letter to the address shown on the pupil's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

No suspended pupil shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a pupil is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and pupil by the school counselor. If no counselor is available, the conference may be held with all the pupil's teachers and the principal or other administrator.

Any student, after being suspended on three (3) occasions for committing any suspendable offense during the same school year, shall on committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the pupil's reinstatement shall be subject to the review and approval of the Board.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of suspension.
Except for in-school suspensions, any pupil suspended shall receive no credit for school work missed while suspended.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

**MANDATORY SUSPENSION**

The principal shall be required to suspend a pupil who:

1. is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled Suspension Not Applicable; or

2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in in-school suspension.

School officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

**Suspension Not Applicable (This section moved up from below)**

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification.

**Assault or Battery of School Employees**

Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

**RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS**

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.
Immediate family means the individual’s children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

SUSPENSION OF STUDENTS WITH DISABILITIES

Suspension of students with disabilities shall be in accordance with applicable state or federal law and regulations.

Revised: December, 1992
Revised: August, 1994
Revised: December, 1995
Revised: July, 1996
Revised: September, 1997
Revised: August, 1999
Revised: August, 2003
Revised: August, 2005
Revised: September, 2006


23. It was moved unanimously to approve the revision of Policy JGC, Student Health Services plus change the wording under TESTING FOR DYSLEXIA, paragraph 1 and the last sentence to read: The Board shall provide for additional training for school nurses to aid in identifying dyslexic students. Hearing no objections, the motion was adopted.

FILE: JGC

STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Tangipahoa Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the Parent/Legal Guardian Consent Form has been signed, returned to school, and has been filed in the clinic.

HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of each and every student under their jurisdiction students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every pupil found to have any defect of sight or hearing. A written report of all such examinations shall be made to the state superintendent of education but shall not be made available to the public.

TESTING FOR DYSLEXIA

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia, that student shall be
referred to the school building level committee for additional testing. The Board shall provide for additional training for school nurses to aid in identifying dyslexic students.

For purposes of this policy, dyslexia shall be defined as difficulty with the alphabet, reading, reading comprehension, writing, and spelling in spite of adequate intelligence, exposure, and cultural opportunity.

OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.

2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.

3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.

4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Definitions

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

ADMINISTERING CATHETERS

The Board does not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
(2) The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.

(3) Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

(4) Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

(5) Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term noncomplex health procedure shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

(1) Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.

(2) Health maintenance procedures such as postural drainage, percussion, tracheotomy and oral pharyngeal suctioning, gastrostomy feeding and monitoring of these procedures.

(3) Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board does not require any employee other than a registered nurse, licensed medical physician, or an appropriate licensed health professional to perform noncomplex health procedures until all the following conditions have been met:

(1) A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.

(2) The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
(3) Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

(4) Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of this Section may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

(5) An employee shall have the right to request that another Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, employee means any appropriate member of the education staff.

Revised: December, 1995
Revised: December, 1997
Revised: February, 17, 1998
Revised: September, 1998
Revised: March, 1999
Revised: August, 2003
Revised: September, 2006


24. It was moved unanimously to approve the deletion of Policy JGI, Child Abuse and replacing it with Policy, JGCE, Child Abuse. Hearing no objections, the motion was adopted.

FILE: JGCE
Cf: GAMC, JDA, JG

CHILD ABUSE

The Tangipahoa Parish School Board shall endeavor to ensure that all instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

DEFINITIONS
**Child.** for purposes of child abuse, is defined as a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health of the child:

(a) The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.

(b) The exploitation or overwork of a child by a parent or any other person.

(c) The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent or the caretaker of the child's sexual involvement with any other person or of the child's involvement in pornographic displays, or any other involvement of a child in sexual activity constituting a crime under the laws of this state.

**Neglect** means the refusal or willful failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health is substantially threatened or impaired. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

A **mandatory reporter** is any person who provides training and supervision of a child, including any one of the following individuals performing their occupational duties: teacher, teacher’s aide, instructional aide, school principal, and school staff member.

**Caretaker** means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, or other person providing a residence for the child.

**PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT**

Any mandatory reporter, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect, as defined by this policy, or that abuse or neglect was a contributing factor in a child's death, shall report immediately suspected abuse/neglect in accordance with the following:

I. The mandatory reporter having the information shall contact the principal or designee immediately. The principal or other supervising employee shall immediately:

(A) When the suspected abuser is believed to be a parent or caretaker, make the report to the local child protection unit of the Department of Social Services.

(B) When the abuse or neglect is believed to be perpetrated by someone other than a parent or caretaker, and a parent or caretaker is not believed to have any responsibility for the abuse or neglect, make the report to the local law enforcement agency having jurisdiction over the place where the abuse/neglect occurred.

II. If the initial report was in oral form, it shall be followed by a written report on the approved form, which written report shall be delivered
within five (5) days to the local child protection agency or the local law enforcement agency to whom the initial report was made.

III. The principal, assistant principal, or other supervisory employee to whom the initial reporter gave the report shall have the primary responsibility of reporting the information to the appropriate agency as herein provided. The teacher or other Board employee who was the initial reporter is not relieved of responsibility, however, and to ensure that the report is delivered to the appropriate agency as required by law, the principal/designee/supervisory employee shall confer with the initial reporting employee and confirm that the report was made to the appropriate agency. If the principal/designee/supervisory employee fails or refuses to make a required report, the initial reporting employee shall make the required report to the appropriate agency and shall, within five (5) days of filing the required written report file a confidential report of the entire matter in writing with the Superintendent.

The report shall contain the following information, if known:

1) The name, address, age, sex, and race of the child.

2) The nature, extent, and cause of the child's injuries or endangered condition, including any previous known or suspected abuse to this child or the child's siblings.

3) The name and address of the child's parent(s) or other caretaker.

4) The names and all the ages of all other members of the child's household.

5) The name and address of the reporter.

6) An account of how this child came to the reporter's attention.

7) Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.

8) The number of times the reporter has filed a report on the child or the child’s siblings.

9) Any other information which the reporter believes might be important or relevant.

The report shall also name the person or persons who are thought to have caused or contributed to the child's condition, if known, and the report shall contain the name of such person if he/she is named by the child.

If the initial report was in oral form by a mandatory reporter, it shall be followed by a written report made within five (5) days to the local child protection unit, or if necessary, to the local law enforcement agency.

INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

ALLEGATION AGAINST SCHOOL EMPLOYEES OR VOLUNTEERS

When an employee is accused of the use of impermissible corporal punishment or moral offenses involving students, the principal shall initiate an investigation (see procedures under policy GAMC, Employee Investigations). If the offender is a central office employee, or principal, the immediate supervisor will initiate an investigation.
Upon any school employee receiving a report of, or information about, child abuse, against another school employee or volunteer, and the employee receiving said information has cause to believe the truthfulness thereof, the reporting procedure as outlined in this policy shall be followed, depending upon whether the employee or volunteer is considered a caretaker or someone other than a caretaker.

The school employee shall also, as soon as reasonably possible, notify the appropriate immediate supervisor of the accused individual, and that supervisor in turn will as soon as reasonably possible, notify the Superintendent or designee. The Superintendent and the Board's attorney will determine what appropriate action the school system may take over and above the investigation being conducted by the appropriate state agency. In any incident involving an employee or volunteer which is reported to the Superintendent or designee, the person shall be removed from all activities involving direct contact with students until the matter is resolved.

ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541(14.1). Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately inform the Superintendent and/or his/her designee.

CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

INSERVICE TRAINING

At the beginning of each school year, each principal shall provide mandated in-service training for mandatory reporters and other school personnel and volunteers on how to recognize and report suspected child abuse or child neglect. Each employee and volunteer shall sign a form indicating he/she has received and understands the guidelines for reporting child abuse/neglect.

IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or with reckless disregard for the truth of the report.

LIABILITY

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the Tangipahoa Parish School Board who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Revised: September, 2004

25. It was moved unanimously to continue to have the junior high/high school cafeterias follow the 4-day policy of the elementary school cafeterias. It was noted that all children will be fed until the principal contacts the parents notifying them of their debt, effective immediately. This item was referred back to the staff for review and development and will be presented at the next scheduled meeting.

AGENDA ADDENDUM

1. It was moved unanimously to request a presentation of the Objective Criteria at the next Board meeting. Hearing no objection, the motion was adopted.

2. It was moved unanimously for the Performing Groups Procedures to remain unchanged. Hearing no objections, the motion was adopted.

3. It was moved unanimously to defer the Public Participation Policy for review and bring the matter back to the Policy Committee. Hearing no objection, the motion was adopted.

CODING: Words in **struck through** type are deletions from existing policy; words **underscored** are additions.

It was moved by Mr. Link, seconded by Ms. Dominguez, to approve the Finance Committee Report of February 2, 2007. Hearing no objection, the motion was adopted. Following is the report as approved:

1. A presentation was given by Mr. John Poche’, Morgan Keegan Company, Inc. and Mr. David Henderson, Foley & Judell, L.L.P. in reference to two scenarios regarding the Board’s bonding capacity.

It was moved by Mr. Link, seconded by Mr. Ridges, to waive the rules to address an item from the Finance Committee meeting held prior to the Board meeting. Hearing no objections, the motion was adopted.

It was moved by Mr. Link, seconded by Mr. Potts, to approve the staff recommendations of the Technology Grant and E-Rate Report. Hearing no objection, the motion was adopted. Following is the report as approved:

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<tr>
<th>CONTRACTS</th>
<th>VENDOR</th>
<th>COST</th>
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<tr>
<td>Switch/Router Maintenance</td>
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</tr>
<tr>
<td>Phone Services</td>
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</tbody>
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| Internet Service Provider        | Hunt Brothers        | $ 85,128.00        |
| Cell Phone                       | Cingular             | 3,677.99           |
| Data Backup & Email Mgmt.        | Dell/EMC             | 107,791.00*        |
| Internet Content                 | 8e6 Technologies     | 56,166.00*         |
| Internet Firewall/Gateways       | Global Data Systems  | 39,360.00          |

*Some or All Funds as yet unbudgeted.
It was moved by Mr. Ridgel, seconded by Mr. Link, to approve the Independence Delegation Report of January 23, 2007. Hearing no objection, the motion was adopted. Following is the report as approved:

1. The delegation decided to schedule a meeting to discuss other options for the Independence High School practice field and parking area.
2. It was moved by Mr. Genco, seconded by Mr. Link, to authorize Mr. Gasaway to advertise for bids on Independence Middle School Gym Renovation Project. Hearing no objection, the motion was adopted.
3. It was moved by Mr. Genco, seconded by Mr. Link, to approve purchasing lockers for Independence Middle School, in a NTE amount of $6,000.00, to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.
4. It was moved by Mr. Link, seconded by Mr. Genco, to approve purchasing band instruments for Independence High School, in a NTE amount of $6,550.00, to be paid from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

It was moved by Ms. Bailey-Simmons, seconded by Mr. Potts, to approve the Loranger Delegation Report of January 23, 2007. Hearing no objection, the motion was adopted. Following is the report as approved:

1. Mrs. Sandra Bailey-Simmons was selected Chairman for the year 2007.
2. Due to the growth in the area, the delegation, principals and Mr. Gasaway discussed needs for an additional school in the Loranger District and decided for a Bond Referendum in July, 2007.
3. The delegation and Ms. Theriot discussed the ROTC Program for Loranger High School.
4. It was moved by Mr. Potts, seconded by Mr. Genco, to approve the purchase of a computer for Loranger Elementary School, in the amount of $1,133.42 from Pay-As-You-Go Funds. Hearing no objection, the motion was adopted.

It was moved by Mr. Link, seconded by Mr. Ridgel, to approve the Hammond Delegation Report of February 2, 2007. Hearing no objection, the motion was adopted. Following is the report as approved:

1. It was moved by Mr. Ridgel, seconded by Mr. Caves, to select Mr. Link as chairman for 2007. Hearing no objection, the motion was adopted.
2. The discussion for the needs assessment for the Hammond School District was deferred to a later date.
3. It was moved by Ms. Bailey-Simmons, seconded by Mr. Ridgel, to approve the purchase of a Canon Digital Copier in the amount of $3,977.00 for Hammond High School Hearing no objection, the motion was adopted.

Mr. Glen Galbraith gave a report of the Bi-Racial Committee regarding the Board of Secondary and Elementary Education waiver.

Mr. Moody informed the Bi-Racial Committee the school system is currently working on providing a link to contact them through the school system’s website.

Mr. Gerald Gulotta spoke in Public Input.

Ms. Karen Bell spoke in Public Input.

Mr. Link spoke in personal privilege requesting that if any Board member was interested in attending a workshop in Washington D.C. concerning a grant being received by Hammond High School, to please contact Assistant Superintendent Thomas Bellavia for more information.

President Genco informed the Board and audience that since the next Board meeting would fall on Mardi Gras holiday that there would not be another meeting in February.

It was moved by Mr. Potts, seconded by Mr. Link, to enter Executive Session to discuss the cases of: John Doe vs. TPSB, Robert Morgan, et al vs. Trinity Insurance, et al; April Redwine vs.
St. Paul Traveler’s Inc. Co.; Rebecca Vicknair vs. Frank Schillace, etal and Jodi Peco vs. TPSB. Hearing no objection, the motion was adopted.

The Board entered Executive Session.

The Board returned to Open Session.

No action was taken on the case of John Doe vs. TPSB and Robert Morgan, et al vs. Trinity Insurance, et al.

It was moved by Mr. Link, seconded by Mr. Potts, to accept the attorney’s recommendation in the cases of April Redwine vs. St. Paul Traveler’s Inc. Co.; Rebecca Vicknair vs. Frank Schillace, etal and Jodi Peco vs. TPSB. Hearing no objection, the motion was adopted.

It was moved by Mr. Link, seconded by Mr. Ridgel, to adjourn (8:17 p.m.). Hearing no objection, the motion was adopted.

Respectfully submitted,

Leonard Genco, Jr.
President

Louis L. Joseph, Secretary-Treasurer

Recorded By: Cynthia Jenkins (February 6, 2007)