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SECTION 504 STUDENT REFERRAL PROCESS

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination against students with disabilities in any program receiving federal financial assistance. It is our responsibility, as educators, to identify, evaluate, and determine eligibility for access to appropriate educational services. This process in Lincoln Parish is handled through the School Building Level Committee (SBLC).

Unlike The Individuals With Disabilities Act (IDEA), which provides special education services through an IEP for student who qualify under at least one of 13 disability categories, Section 504 protects any student who has a physical or mental impairment which substantially limits one or more major life activities, such as walking, learning, breathing, seeing, hearing, speaking, working, and self-care. IDEA identified students are automatically covered by Section 504.

Educators are obligated by federal law to identify students who may qualify for Section 504. As an educator in Lincoln Parish; you will provide your students the first step in this process. If you feel any of your students’ academic progress is being affected by some type of impairment, please hold a parent conference at school or by phone. Document the date of the conference, your concerns, and the fact that you are making a referral to the SBLC chairman in your grade book. The chairman will make further arrangements and may ask for additional documentation from you. You are not responsible for making a diagnosis; therefore, please refrain from doing so to parents. You may be called upon to participate in the process of establishing accommodations and modifications as part of the evaluation process.

Any person who has inquiries, concerns, or complaints related to issues involving students with disabilities and/or compliance with disabilities rights laws should contact the Lincoln Parish School Board's Section 504 Coordinator. Contact information is as follows:

Alice Higginbotham
1428 Arlington Street
Ruston, LA  71270
(318) 255-8451
ahigginbotham@lincolnschools.org

Thank you for your cooperation. By signing the policy signature form at your school, you acknowledge your receipt of this communication and your awareness of the Section 504 process in Lincoln Parish.
Annual leave shall be granted to all twelve-month full-time employees for the purpose of rehabilitation and restoration of work efficiency, transaction of personal affairs which include such absences as vacations, illness in the family, and attending funerals of other than immediate family.

Earning of vacation shall be based on the equivalent of years of full-time service and shall be creditable at the beginning of each fiscal year in accordance with the following schedule.

a. Less than ten (10) years of service as a twelve-month employee earns annual leave at the rate of ten (10) days per fiscal year.

b. Completion of ten (10) years of service as a twelve-month employee earns annual leave at the rate of fifteen (15) days per fiscal year.

Employees shall accrue annual leave days from date of employment as a full-time twelve-month employee. If a twelve-month employee is hired after the start of the fiscal year, the amount of annual leave earned shall be prorated to the period of employment during the initial fiscal year. If the service of a twelve-month employee ends before the end of the fiscal year, the amount of annual leave earned for that year shall be prorated based on the number of days worked during the year. Fiscal year shall be the period July 1 - June 30.

There is no limit on the number of annual leave days which a twelve-month employee hired prior to January 1, 2002 may accumulate from one year to the next. Employees hired in twelve-month positions after January 1, 2002 will be limited to a total of twenty-five (25) days of annual leave which may be earned and accumulated and/or reimbursed at the end of service.

Twelve-month personnel shall continue to observe the same holiday and staggered work schedule during holidays as approved on the school calendar. These days shall not be considered annual leave.

The earned annual leave days shall be taken at a time approved by the employee’s supervisor. Only the Superintendent shall have the authority to approve requests for annual leave in excess of (25) days per fiscal year. Employees will be discouraged from requesting leave in excess of ten (10) annual leave days while school is actually in session, except when annual leave is used in lieu of sick leave.

Annual leave may be used in lieu of sick leave if requested. In such instances, sick leave must be verified by a physician that may be designated by the Board if it so chooses. Requests for sick leave beyond five (5) consecutive days shall require written verification from a physician. Annual leave days may not be donated or transferred between employees.

The Lincoln Parish School Board shall make payments to all qualified employees or their estates for all accumulated, unused annual leave at the time of retirement, entrance into the Deferred Retirement Option Program (DROP) program, resignation, termination, or death. Such payment shall be at the daily rate of pay paid to the employee at the time of his/her retirement, entrance into DROP, resignation, termination, or death. Payment shall be made on or before the next regular payday for the pay cycle during which the employee was working at the time of separation or no later than fifteen (15) days following the date of retirement, entrance into DROP, resignation, termination, or death, whichever occurs first.
Full time twelve-month employees hired prior to January 1, 2002, shall have the option annually to request that accrued annual leave days exceeding twenty-five (25) be paid out. The request shall be in writing, signed, notarized, witnessed, and stamped received by the Personnel Director or his/her designee by closing time on the last business day of the open request period (March 16-30). The request must be for a minimum of ten (10) days but shall not exceed fifty (50) percent of the accrued days exceeding twenty-five (25). Payment shall be made at the employee’s daily rate of pay at the time the request is submitted.

Employees exceeding their annual leave shall automatically have their pay deducted at full pay. No annual leave shall be accrued to the employee while he/she is on leave without pay, but annual leave shall accrue while a twelve-month employee is on sabbatical leave or sick leave with pay.

The Board strongly recommends vacation days for principals and supervisors be taken at least two (2) weeks after school is out of session for one school year and/or prior to the two (2) weeks before the start of the next school year.

Revised: July 2019


2019-2020 LINCOLN PARISH SCHOOL BOARD CALENDAR
This calendar may vary based on the number of instructional minutes completed.

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<th>JULY 2019</th>
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- **Independence Day** – Closed
- **Labor Day** – Closed
- **Columbus Day** – Closed
- **Veterans Day** – Closed
- **Thanksgiving Break**
- **Christmas Break**
- **Martin Luther King, Jr. Day** – Closed
- **Memorial Day** – Closed
- **Semester 2 begins**
- **Spring Break**
- **EOC, AP**
- **EOC, LEAP Connect**
- **LEAP 2025**

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<th>AUGUST 2019</th>
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- **Staff Development**
- **Presidents’ Day** – Closed
- **Last full day for teachers**
- **Last full day for students**
- **Ends Grading Period 1**
- **Ends Grading Period 2**

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<th>SEPTEMBER 2019</th>
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- **Ends Grading Period 3**
- **Spring Break**
- **EOC, AP**
- **EOC, LEAP Connect**
- **ACT**
- **LEAP 2025**

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<th>OCTOBER 2019</th>
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- **Easter Holiday** – Closed
- **Memorial Day** – Closed
- **EOC, AP**

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<th>NOVEMBER 2019</th>
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- **EOC, AP**
- **EOC, LEAP Connect**
- **Ends Grading Period 4**
- **Ends Grading Period 5**
- **EOC, AP**

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<th>DECEMBER 2019</th>
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- **Testing Window**
- **Staff Development**
- **Ends Grading Period 6**
- **EOC, AP**
EMPLOYEE USE OF TELEPHONES AND OTHER ELECTRONIC TELECOMMUNICATION DEVICES

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

GUIDELINES
The following guidelines have been adopted to ensure acceptable use of cell phones in school buildings and on school buses by teachers and staff of the Lincoln Parish School system:

1. Cell phones are to be kept out of sight and the power off when students are present.
2. In a situation where there is a "real need" for the phone to be on, it should be set on "silent" or "vibrate." Real need is defined as a situation where a staff member may need to be contacted without delay. In such a case, teachers or staff should not talk on the cell phone in front of students. The staff member should inform their principal when this situation exists, whenever possible.
3. In addition, cell phones are not to be used by staff in hallways, the cafeteria, or any area when students are in sight.
4. Cell phone use by teachers and staff is permissible in a building if used out of the sight of students (classrooms with no students, teacher lounge, faculty restrooms, etc.)

Corrective actions to be taken by school administration:

First offense: The staff member shall have an informal conference with the principal.

Second offense: The staff member shall have a documented conference with the principal.

Third offense: The staff member shall be required to meet with the Personnel Director (documented).

Fourth offense: The staff member shall be required to meet with the Superintendent and will receive one day of leave without pay.

Any staff member who violates this policy following the fourth offense shall be subject to corrective action by the Superintendent and the School Board, including suspension and termination.

Exceptions
School administrators and supervisors may be permitted to carry cell phones in sight due to administrative and safety responsibilities. The phone is required to be in the vibrate mode and used out of the sight of students whenever possible. No personal use of the cell phone is allowed except as provided above for the teachers and staff.
EMPLOYER PROVIDED CELLULAR PHONES
The Lincoln Parish School Board may provide cell phones to employees to ensure the safety of the educational community and school clientele, as well as to enhance all facets of school operations and procedures to improve the efficiency of the district. The Superintendent shall designate those employees who may be issued cell phones, based on the employees’ duties and responsibilities.

Cell phones are not a personal benefit, nor a primary mode of personal communication. Cell phones must be used for school-related business only.

Revised: August, 2009

FILE: JGCE

CHILD ABUSE

The Lincoln Parish School Board shall require that instances of suspected child abuse and/or neglect be reported in accordance with appropriate state and local laws and procedures. 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

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

1. 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.

2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.

3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child’s involvement in (i) any sexual act with any other person; (ii) pornographic displays; (iii) any sexual activity constituting a crime under Louisiana law; or (iv) a coerced abortion conducted upon a child.

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, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

Child, for purposes of this policy, means a person under eighteen (18) years of age, who prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A mandatory reporter means any person who provides or assists in the teaching, training, and supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, professor, technical or vocational instructor, technical or vocational school staff
member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child in a voluntary or professional capacity.

A permitted reporter means any other person having cause to believe that a child’s physical or mental health or welfare is endangered as a result of abuse or neglect.

Neglect means the refusal or unreasonable 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 and safety is substantially threatened or impaired. Neglect includes prenatal neglect. 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.

PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT
A permitted reporter shall make a report through the designated state child protection reporting hotline phone number or in person at any child welfare office of the state.

A 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 or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall immediately report suspected abuse/neglect in accordance with the following guidelines:

1. Reports in which the abuse or neglect is believed to be perpetrated by a parent or caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker or a person living in the same residence with the parent or caretaker as a spouse whether married or not, the mandatory reporter shall make the report to the Department of Children and Family Services through the designated state child protection reporting hotline telephone number, via the Department of Children and Family Services Mandated Reporter Portal online, or in person at any child welfare office.

2. Reports in which the abuse or neglect is believed to be perpetrated by someone other than a caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence with the parent or caretaker as a spouse whether married or not, and the caretaker is not believed to have any responsibility for the abuse or neglect shall be made immediately to a local or state law enforcement agency.

3. Dual reporting to both the Louisiana Department of Child and Family Services and the local or state law enforcement agency is permitted.

4. A report made to the Louisiana Department of Children and Family Services by facsimile does not relieve the reporter of his/her duty to report in accordance with the applicable requirements.
Reporting Procedure

1. If the initial report was in oral form, it shall be followed by a written report made within five (5) days via the online Mandated Reporter Portal of the Department of Children and Family Services, or by mail to the centralized intake unit of the Department at the address provided on the website of the Department, or, if necessary, to the local law enforcement agency to whom the initial report was made.

2. The report shall contain the following information if known by the reporter:

   A. The name, address, age, sex, and race of the child.
   B. 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.
   C. The name and address of the child's parent(s) or other caretaker.
   D. The names and all the ages of all other members of the child's household.
   E. The name and address of the reporter.
   F. An account of how this child came to the reporter's attention.
   G. Any explanation of the cause of the child's injury or condition offered by the child, the caretaker, or any other person.
   H. The number of times the reporter has filed a report on the child or the child’s siblings.
   I. Any other information which the reporter believes might be important or relevant.

3. 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.

4. The reporter shall also immediately notify the principal or his/her designee of the school attended by the child of the fact that a report had been filed and the agency(ies) to which it was reported.

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 his/her designee. The Superintendent and the School 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. 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 comply with the reporting procedure outlined in this policy and inform the Superintendent 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 inservice 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 Lincoln 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: December 4, 2018
Any employee of the Lincoln Parish School Board shall have the right to appeal the application of a policy and/or procedure affecting him/her. Complaints or grievances about any job action taken against an employee are excluded from this policy. The person(s) filing the grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to a personal grievance. The primary purpose of this procedure is to secure, at the most immediate level possible, an equitable solution to the claim of the aggrieved employee(s).

If at any step of the procedure outlined below, the administration fails to comply with the timelines set forth therein, the complaint and/or grievance will immediately move to the next higher step in the process for review and decision.

DEFINITIONS
1. **Employee** - Employee(s) shall mean any person(s) regularly employed by the Lincoln Parish School Board, either full or part-time.
2. **Grievance** - Grievance shall mean a claim by an employee of the violation, misinterpretation or inequitable application of any of the School Board policies, rules or regulations under which such employee works. The term *grievance* shall not apply in any manner in which (1) a method of review is not prescribed by law, (2) the School Board is without authority to act, or (3) any reduction of personnel action.
3. **Days** – Days shall mean school days or working days. *Working day* shall mean any day the Lincoln Parish School Board **Central Office** is officially open for conducting business. The days at each level may be extended by mutual agreement of persons involved in resolving the grievance.
4. **Immediate Supervisor** – Immediate supervisor shall mean that employee possessing supervisory and administrative authority next in rank above the grievant.
5. **Transcript** – A written, printed, or typed copy of the testimony.

PROCEDURE
Grievances shall be processed as rapidly as possible. All proceedings of a grievance shall be kept confidential.

**Level One**
An employee with a grievance shall first discuss the grievance with his/her immediate supervisor or principal. Within five (5) days thereafter, the supervisor or principal shall render an oral decision.

**Level Two**
If the employee is not satisfied with the disposition at Level One or if no decision has been rendered in the time specified, the employee may present a grievance in writing to the immediate supervisor or principal specifying:

1. The nature of the grievance;
2. The nature or extent of the injury, loss, or inconvenience;
3. The results of previous discussions; and
4. The dissatisfaction with decisions previously rendered.

The written grievance shall be presented to the immediate supervisor or principal within five (5) days after the employee’s receipt of the Level One oral decision or five (5) days after the oral deadline. If the grievance is not submitted within the time specified, the employee shall have no further right with respect to the grievance.

Within five (5) working days of the receipt of the grievance, the immediate supervisor and the grievant(s) shall meet to attempt to resolve the grievance. The immediate supervisor shall receive, investigate and consider information from all affected parties he/she believes is necessary to resolve the complaint.

Within five (5) working days following the meeting between the grievant(s) and his/her immediate supervisor, the immediate supervisor shall render his/her written decision and communicate his/her decision to the employee.

Level Three
If the employee is not satisfied with the disposition at Level Two or if no decision has been rendered in the time specified, the employee may appeal the Level Two decision by submitting a written request to the Superintendent.

The Superintendent or his/her designee shall schedule a meeting with the employee within fifteen (15) days of receipt of the appeal by the Superintendent. Notice of this meeting shall be given to the employee as well as to the individual who rendered the decision at Level Two. Documentation from the Level Two conference shall be presented as well as any other pertinent documentation.

Within ten (10) days following the Level Three meeting with the aggrieved employee, the Superintendent or his/her designee shall send a written decision by certified mail to the employee with copies to the other decision makers and affected parties.

Level Four
If the employee is not satisfied with the Level Three disposition or if no decision has been rendered in the time specified, the employee may within five (5) days of the date of receipt of the Level Three decision request, in writing, a full hearing of the grievance before the Superintendent or his/her designee. If the request is not submitted to the Superintendent within the time prescribed, the grievant(s) shall have no further right with respect to the grievance.

The Superintendent or his/her designee shall schedule the hearing with the employee within twenty (20) days of the request for a hearing. The Superintendent or designee may receive at the hearing written statements of witnesses, other written materials and/or interview witnesses, if relevant to the grievance. The purpose of the hearing shall be to resolve the grievance. The Superintendent or designee shall maintain a transcript of the proceeding. Following the hearing, the Superintendent or designee shall make a written recommendation for disposition of the grievance.

The recommendation of the Superintendent or designee shall be provided to the employee not more than thirty (30) calendar days following the hearing. The Superintendent or designee’s recommendation, together with a copy of the transcript of the hearing as well as the previous decisions, shall also be provided to the School Board within the same time frame set out above for disposition of the grievance.

On the basis of the written recommendation and a transcript of the hearing provided the School Board, the School Board shall dispose of the grievance. There shall be no hearing involving testimony, the receipt of evidence or additional matters before the School Board. The School Board shall vote to affirm, reverse or
modify the recommendation, or remand back to the Superintendent or designee for more information. Notice of the School Board's decision shall be given to the employee and to the individuals who rendered the Level Two, and Level Three decisions. The School Board's action shall be final.

REPRESENTATION
The person bringing forth the grievance shall have the right to present his/her own grievance. Grievants have the right to have representation at all levels in the process above Level One and Two.

If a person chooses to have representation when presenting his/her grievance, said person shall provide advance notice of such in writing to the immediate supervisor at the respective procedural level at least two (2) days prior to the meeting on the grievance.

CONFIDENTIALITY
It shall be understood that a grievance shall remain confidential except to the extent necessary to investigate and resolve the grievance.

Revised: August, 2015

FILE: EFA

ACCEPTABLE USE FOR SCHOOL COMPUTER SYSTEMS AND THE INTERNET -- EMPLOYEE AND SCHOOL BOARD MEMBER USE

In an effort to provide faculty and staff the vast resources accessible through a computerized information resource system such as the Internet, the Lincoln Parish School Board believes it is necessary for all persons to become aware of acceptable uses of computers. The academic benefit of having access to resources from all over the world must be weighed against objectionable materials found on the Internet.

INTERNET SAFETY
The Lincoln Parish School Board shall incorporate the use of Internet protection measures, either hardware or software, that are designed to restrict or filter access to specific areas or sites on the Internet. Such measures provide protection against access by minors or adults to Internet resources that are or contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing, or material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment.

It is the policy of Lincoln Parish School Board that all Internet access from within School Board facilities be filtered with no exceptions. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. However, the School Board does not prohibit employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1000, for legitimate scientific or educational purposes approved by the School Board. For access by adults, the filtering mechanism may be, but is not required to be, disabled to enable bona fide research.

The School Board recognizes that filtering or blocking technology is not 100% effective. School administrators may request the blocking of additional sites that are deemed inappropriate for their students. This request shall be in writing to the district technology coordinator. The possibility exists that all inappropriate content may not
be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

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

1. Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
2. Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as Instant Messaging;
3. Prohibit unauthorized access, including what is now known as hacking, and other unlawful online activities by minors online;
4. Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Institute measures designed to restrict minors’ access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. Employees and School Board members shall be required to sign an Acceptable Use of Computers and Internet Agreement. The signatures shall be legally binding on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

ACCOUNTABILITY
Employees’ and School Board members’ use of school computers or the School Computer System (SCS) shall only be reserved for academic purposes and the conducting of business aspects of the school system. All employees and School Board members using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. This shall include, but not be limited to, (a) unauthorized use resulting in expenses to the school; (b) equipment damage; (c) use of unauthorized software; (d) privacy and copyrights; (e) tampering; (f) accessing obscene and objectionable materials; (g) sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and (h) any action that is deemed inappropriate by the supervisory personnel. Employee, School Board member, or class files on the network are analogous to school lockers, that is, these accounts will be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be kept on file by the principal or his designee in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and the SCS.

UNAUTHORIZED AND ILLEGAL USE
Employees and School Board members shall not be under direct supervision but must abide by School Board policy. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

Employees shall not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a netbook, IPod, IPhone or IPad on the network or accessing the internet from any device not owned by the school district must be approved by the principal.
PRIVACY AND COPYRIGHTS
All personnel must adhere to the Copyright Law of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the School Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an e-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given.

The School Board directs that:
1. Unlawful copies of copyrighted materials shall not be produced on School Board-owned equipment or within School Board-owned facilities.
2. Unlawful copies of copyrighted materials shall not be used on School Board-owned equipment, within School Board-owned facilities, or at School Board sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

INSTALLING PRANK SOFTWARE
Employees and School Board members should avoid the knowing or inadvertent spread of computer viruses and/or worms. Computer viruses and/or worms are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus and/or worms, employees shall not import files or programs from home or from unknown or disreputable sources. If an employee or School Board member obtains software or files from remote sources, proper procedures should be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses and/or worms shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

OBJECTIONABLE MATERIALS
Profanity or obscenity shall not be tolerated on the network. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user is the victim of a "flame", a harsh critical or abusive statement, the user should bring the incident to the attention of a teacher or system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS shall be used for academic purposes only. Conduct that is in conflict with the responsibilities outlined in this document will be subject to loss of network privileges.

Special restrictions by the school or district may be implemented in order to meet special needs provided that School Board policy is not violated.

USE OF THE INTERNET
The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the Lincoln
Parish School Board. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The School Board retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Appropriate language and manners which demonstrate honesty, ethics, and respect for others shall be required.
2. Individual students shall not be permitted to have e-mail accounts. Only classes as a whole or teachers and administrators may be permitted to have an e-mail account. Only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted on the Internet. Only first names and last initials shall be used to identify students and/or faculty in photographs posted on the Internet. Schools must obtain parental permission prior to posting student photographs on the Internet. Pseudonyms, impersonations, and anonymity are not permitted.
4. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network for any illegal activities is prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.
8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
9. Resources offered by the Internet and paid for by the School Board may not be willfully wasted.
10. A student may not attempt to access any Internet resource without the prior consent of the teacher.
11. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
12. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.
13. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
14. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. This shall apply to all personnel, School Board members, and students.

SECURITY
School Board members, teachers, and other personnel who have computers, tablets, or other School Board electronic devices in their charge shall be responsible for their security. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.
The following are acceptable security measures:

1. Locking the computer CPU with a key
2. Locking the keyboard or computer in a cabinet or closet
3. Locking the room housing the computer

EMPLOYEE USE OF SOCIAL MEDIA

The Lincoln Parish School Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments. The School Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the School Board shall provide access to secure social media tools and approved technologies for use during instructional time and for school activities in accordance with policies EFA, Technology and Internet Use, and IFBGA, Computer Access and Use-Students.

Revised: March 7, 2017

FILE: EFAA

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees shall maintain a professional relationships with students at all times in accordance with policies GAMIA, Electronic Communications Between Employees and Students, and GBRA, Employee Conduct. All electronic communications with students who are currently enrolled in the school district must be school-related and within the scope of the employees’ professional responsibilities, unless otherwise authorized by this policy. School personnel using School Board-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet shall abide by all policies governing such activities. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes shall obtain prior written approval from the Superintendent or his/her designee and the principal and meet any applicable requirements of policies EFA, Technology and Internet Use, and IFBGA, Computer Access and Use-Students.

The use of electronic media for communicating with students and parents is considered an extension of the employee’s workplace responsibilities. Accordingly, the Lincoln Parish School Board shall expect employees to use professional judgment when using social media or other electronic communications.

Employees shall be prohibited from knowingly communicating with current students through a personal social network page. Any electronic communication made by an employee to any student enrolled in a public school...
in this school district or that is received by an employee from any student enrolled in a public school in this
school district using a means other than one provided by or made available by the school district shall be
reported by the employee in a manner deemed appropriate by the School Board.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA
The Lincoln Parish School Board respects the right of employees to use social media as a medium of self-
expression on their personal time. As role models for the school district’s students; however, employees shall
be responsible for their public conduct even when they are not performing their job duties as employees of the
School Board. Employees shall be held to the same professional standards in their public use of social media
and other electronic communications as they are for any other public conduct. Furthermore, employees
remain subject to applicable state and federal laws, School Board policies, and administrative regulations and
procedures, even if communicating with others concerning personal and private matters. If an employee’s use
of social media interferes with the employee’s ability to effectively perform his or her job duties or causes a
substantial disruption to the school environment, the employee shall be subject to disciplinary action, up to
and including termination of employment.

Employees shall be responsible for the content on their social media sites, including content added by the
employee, the employee’s friends or members of the public who can access the employee’s site, and for Web
links on the employee’s site. Employees shall take reasonable precautions, such as using available security
settings, to restrict students from viewing their personal information on social media websites and to prevent
students from accessing materials that are not age-appropriate.

Employees shall be prohibited from accessing social networking websites for personal use during instructional
time or with School Board technological resources.

POSTING TO SOCIAL MEDIA SITES
Employees who use social media for personal purposes shall be aware that the content they post may be
viewed by anyone, including students, parents and community members. Employees shall observe the
following principles when communicating through social media:

1. Employees shall not post confidential information about students, employees or school district business.
2. Employees shall not accept current students as “friends” or “followers” or otherwise connect with
   students on social media sites, unless the employee and student have a family relationship.
3. Employees shall not knowingly allow students access to their personal social media sites that discuss or
   portray sex, nudity, alcohol or drug use or other behaviors associated with the employees’ private lives
   that would be inappropriate to discuss with a student at school.
4. Employees may not knowingly grant students access to any portions of their personal social media sites
   that are not accessible to the general public, unless the employee and student have a family relationship.
5. Employees shall be professional in all Internet postings related to or referencing the school district,
   students, and other employees.
6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive
   language, pictures or graphics or other communication that could reasonably be anticipated to cause a
   substantial disruption to the school environment.
7. Employees shall not use the school district’s logo or other copyrighted material of the district without express, written consent from the Lincoln Parish School Board.

8. Employees shall not post identifiable images of a student or student’s family without permission from the student and the student’s parent or legal guardian.

9. Employees shall not use Internet postings to libel or defame the Lincoln Parish School Board, individual Lincoln Parish School Board members, school district employees, or students.

10. Employees shall not use Internet postings to make negative comments about other employees of Lincoln Parish School Board, Lincoln Parish Schools or programs, etc. regardless of complaint.

11. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of School Board policies or state and federal laws.

12. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.

13. Employees shall not use Internet postings to engage in any other conduct that violates School Board policies and administrative procedures or state or federal laws.

CONSEQUENCES
School Board personnel may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

New policy: August 7, 2018

FILE: GAMJ

MISCELLANEOUS CONDITIONS OF EMPLOYMENT

INSPECTIONS AND SEARCHES
It shall be the policy of the Lincoln Parish School Board to reserve the right to inspect any School Board-owned property including, without limitations, computers, desks, lockers, and similar furnishings at any time, with or without notice, and that personal property an employee may bring onto School Board premises may be subject to inspection, including searches, in connection with the School Board’s investigation of stolen property, hazardous materials, controlled substances, or the health and safety of employees and students.

As a condition of employment, each employee of the School Board shall acknowledge the School Board’s right to conduct such inspections and investigations, and agree to any inspections made, and cooperate in all respects during any such proceedings.

SECURITY AND CONFIDENTIALITY
It is the policy of the School Board to maintain strict control over entrance to the premises, access to work locations and records, computer information, and cash and other items of monetary value. Employees who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or
confidentiality of such records, material, equipment, or items of monetary or business value shall be required to use sound judgment and discretion in performing their duties, and shall be held accountable for any wrongdoing or acts of indiscretion.

Confidential information obtained as a result of employment with the School Board shall not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information may result in civil or criminal penalties, both for the individuals involved and for the School Board and subject the employee to disciplinary action, up to and including termination.

ACCOMMODATIONS FOR BREAST-FEEDING MOTHERS
Each school under the jurisdiction of the School Board shall provide the following:

1. An appropriate, private room, other than a restroom, that may be used by an employee to express breast milk.

2. A reasonable amount of break time to accommodate an employee needing to express breast milk that, to the extent possible, shall run concurrently with the break time already provided to the employee, and that shall be available to the employee for up to one (1) year following the birth of her child.

3. Procedures for the employee to notify her supervisor or other appropriate personnel of her intent to make use of the accommodations offered pursuant to this policy and to schedule accordingly.

Any additional break time used by an employee to express breast milk shall be considered unpaid leave time.

New policy: October 16, 2013

Lincoln Parish K-5 Curriculum, Instruction, and Assessment Guidelines
(LP – CIA Guidelines)

Lincoln Parish Curriculum Guidelines (Tier I – LDOE)
- LDOE Guidebook 3.0 ELA units (at least 3 units per year taught) (3-5)
- American Reading Company (K-2)
- Eureka Math (5 days per week, a minimum of 60 minutes per day)
- Louisiana Social Studies Scope and Sequence (3rd) Studies Weekly (K-2 & 4-5)
- Louisiana Science Standards - Mystery Science (K-2) PhD Science (3-5)
- UNIQUE curriculum in all subjects (Self-contained special education)

Lincoln Parish Instructional Guidelines
ELA - K-2 ARC Core
- ARC Mini-Lesson - Students will read/write/discuss complex text
- Readers’ Workshop - Independent & Wide Reading. Coaching and formative assessment (IRLA) will take place during Readers’ Workshop. Teacher works to accelerate reading growth through Power Goal conferences. All students should participate in a conference at least once in a two week period. Diverse learners should receive more coaching support during Power Goal conferences.
- Writing - Teachers model and students practice applying the focus of the writing lesson.

ELA - K-2 IRLA
- Develop a baseline level for every student using IRLA
- Develop an action plan to ensure reading proficiency for every student
- Monitor progress towards goals using Schoolpace.
Data will be entered into Schoolpace in a timely manner.

ELA - 3-5 Guidebooks 3.0

3-5 ELA teachers are expected to...
- Annotate all parts of Guidebook 3.0 lessons following district guidance
- Honor all parts of the lesson - do not skip any part
- Incorporate Diverse Learner supports to benefit all students
- Teach using the complex text as the focus of the lesson in order for students to:
  - **Read, understand, and express understanding** of complex, grade-level texts.
  - Use **language and vocabulary** to comprehend what texts say
    - Close readings and annotations of grade-appropriate literary and informational complex texts
  - Use **topics, themes, and ideas** to comprehend what texts mean
  - Build opinions about texts through **discussions** using evidence
    - Purposeful talk/CHAT Chart Strategies
    - Claims, Evidence, Reasoning (CER)
  - **Write about texts** using evidence, grade-level conventions, and correct spelling
    - LDOE Grammar Guide, which provides explicit writing and instruction in context of students’ writing
    - Mentor sentences and sentence frames (Guidebooks 3.0)
    - Cold Read Tasks
    - Multiple modes of writing, including informative, narrative, research simulation/synthesis writing that is evidence based. Teachers are encouraged to use LEAP 2025 scoring rubric in grades 3-5.

MATH - Eureka (K-5)

K-5 Math Teachers are expected to...
- Annotate all parts of Eureka Lessons following district guidance
- Honor all components of the lesson - do not skip any part
- Teach Eureka Math strategies which support the LSS for Math
- Adhere to guidance in Louisiana Guide to Implementing Eureka (District Eureka Pacing Calendar) and all LDOE Math Curricular resources (K-12 Math Planning Resources)
- Use questions and math tasks to:
  - Teach students to demonstrate conceptual understanding, procedural skills and fluency, and applications
  - Teach students to apply understanding to real-world examples (require real-life application and conceptual understanding)
  - Teach students to demonstrate mathematical reasoning by explaining, critiquing, and justifying how they arrived at their answer using precise mathematical language, verbally (student-teacher, student-student) and written

SCIENCE - (K-5)
- Hands-on instructional strategies, learning activities, and tasks
- Science tasks, including LDOE instructional tasks
- Vocabulary is embedded in lessons as opposed to “being” the lesson
- Teacher modeling of instructional tasks
- Scientific method taught and embedded throughout the year
- Science informational text, charts, graphs, and other graphic organizers
- Students produce charts, graphs, and other graphic organizers for data
- Informational Texts tasks
- Model research simulation for ELA (using multiple resources to form and defend opinions or big ideas)
- Writing and extended constructed response questions and tasks that test content and claims
SOCIAL STUDIES - (K-5)

- LDOE Enhanced Scope and Sequence instructional tasks and activities (3rd)
- Studies Weekly tasks and activities that align with the rigor of the LSS (K-2 & 4-5)
- Teacher modeling of instructional tasks
- Students spend the majority of time interpreting text, documents, charts, graphs, and other graphic organizers.
- Informational Texts tasks
- CER (Claim, Evidence, Reasoning) (using multiple resources to form and defend opinions or big ideas)

GENERAL INSTRUCTIONAL GUIDELINES FOR ALL CONTENT AREAS:

✔ Reading, including informational texts and writing has to occur daily
✔ Rigorous learning tasks (use tasks provided by LDOE in teacher toolbox)
✔ Differentiated instruction included in lesson plans
✔ Objectives written and shared with students in student friendly terms
✔ Purposeful talk occurs and Talk Moves/CHAT chart strategies (student-teacher, student-student) are utilized to facilitate discussions
✔ RTI plan in place and implemented daily (specific to individual student’s needs)
✔ Special Ed. inclusion students receive core instruction in regular classroom using Tier 1 curriculum materials and resources.

Lincoln Parish Assessment Guidelines

- ELA
  - LDOE ELA Guidebook /Lincoln Parish ELA Assessments
  - Cold Read Tasks for each unit or LEAP 360 Interim Assessments/A-Net Interim Assessments based on district requests.
  - Informational Texts
  - Research Simulations

- MATH
  - Mid-Module and End-of-Module district common assessments are administered, scored, and analyzed.
  - Exit Tickets (used for both formal/informal assessment)
  - LEAP 360 Interim Assessments/A-Net Interim Assessments
  - Assessments need to include tasks that assess the student’s ability to:
    ➢ Demonstrate conceptual understanding, procedural skills and fluency, and application
    ➢ Apply understanding to real-world examples (require real-life application and conceptual understanding)
    ➢ Demonstrate mathematical reasoning by explaining, critiquing, and justifying how they arrived at their answer using precise mathematical language (verbally and written)

- SCIENCE
  - Exit Tickets when applicable
  - Assessments include science informational text, charts, graphs, and other graphic organizers
  - Students analyze charts, graphs, and other graphic organizers for data
  - Assessments need to assess the student’s ability to:
    ■ Apply the scientific method to complete instructional tasks
    ■ Complete research simulation tasks
    ■ Complete extended constructed response questions

- SOCIAL STUDIES
  - Assessments include social studies informational texts, charts, graphs, and other graphic organizers
  - Students analyze charts, graphs, and other graphic organizers for data
  - Assessments need to assess the student’s ability to:
Complete instructional tasks
Complete research simulation tasks
Complete extended constructed response questions

GENERAL ASSESSMENT GUIDELINES FOR ALL CONTENT AREAS

✓ Standards must be written beside all items on major assessments
✓ Assessments must be rigorous and aligned to the standards
✓ Assessments are to reflect state assessments (LEAP, PARCC, EAGLE) and Eureka/Guidebook 3.0 Tasks
✓ Use EAGLE, Edulastic, PARCC. Released LEAP 2025 items and Eureka/Guidebook tasks to develop assessments
✓ Culminating writing activities are required at the end of each unit in ELA, science, and social studies; LEAP 360 Interim Assessments should be used for ELA.
✓ Use rubrics for grading tasks and writing activities

• Benchmark Assessments
  ○ IRLA (K-2)
  ○ DIBELS Next (grades K-3)
  ○ LEAP 360 or A-Net Interim Assessments (3-5)
  ○ LEAP 360 Math Formative Tasks (K-2)
  ○ LEAP 360 Interim Assessments or A-Net Interim Assessments are to be administered using district calendar

• Assessments Used to Assign Student Grades
  ○ Assessments are aligned to the Louisiana Student Standards for each content area
  ○ Assessments are aligned to Lincoln Parish Tier 1 curriculum
    ■ American Reading Company (K-2) recommended assessments
    ■ LDOE ELA Guidebook 3.0 (3-5) - Lincoln Parish assessment recommendations
    ■ Math - Lincoln Parish common assessments, exit tickets
    ■ Science - LDOE Instructional Tasks and unit assessments
    ■ Social Studies - LDOE Instructional Tasks (minimum of 3) and unit assessments
  ○ Use a variety of assessment techniques - formative and summative assessments, informal observations, checklists, rubrics, and conferencing
  ○ Grades 3-5 instruction and assessment should align with the assessment guides for ELA, math, science, and social studies.
  ○ Grades should not be inflated with bonus or extra credit work
  ○ Proficiency Scales used for standards based grading
  ○ Weighted grades are encouraged based on content and level of importance.
  ○ Avoid the use of Zeros, when at all possible by use of RTI time
  ○ Students should have the opportunity to make up missed work and retest areas of deficiency
  ○ Standards not mastered should be re-taught and re-tested as needed
  ○ Academic and behavior interventions are necessary to ensure success for all students
LINCOLN PARISH SCHOOL DISTRICT
English Language Arts
6-12 Curriculum, Instruction, and Assessment (CIA) Guidelines

Lincoln Parish Curriculum Guidelines (Tier I – LDOE)
- ELA
  - Teachers are expected to .....  
    ✓ use LDOE ELA Guidebook units/Lincoln Parish Course Planners, which are aligned to guidebook units.
    ✓ teach at least 3 units per year
    ✓ use LA Student Standards

- General Guidelines
  ✓ Standards must be written on all lesson plans (can be found in Guidebooks & Course Planners)
  ✓ Tier I resources are recommended

Lincoln Parish Instructional Guidelines
- ELA: Students will read, understand, and express understanding of complex, grade-level texts.
  - Use language and vocabulary to comprehend what texts say
    ▪ Close readings and annotations of grade-appropriate literary and informational complex texts
  - Use topics, themes, and ideas to comprehend what texts mean
  - Build opinions about texts through discussions using evidence
    ▪ Purposeful talk
    ▪ Student-led discussions (6-12)
  - Write about texts using evidence, grade-level conventions, and correct spelling
    ▪ LDOE Grammar Guide, which provides explicit writing and instruction in context of students’ writing
    ▪ Mentor sentences and sentence frames (NMSI model lessons, LearnZillion)
    ▪ Administer Cold Read Tasks (6-12)
    ▪ Teach multiple modes of writing, including informative, narrative, research simulation/synthesis, and argumentative writing that is evidence based. Teachers are encouraged to use LEAP 2025 scoring rubric in grades 6-8.

- General Guidelines for All Courses
  ✓ Reading, including informational texts and writing has to occur in all classes
  ✓ Use rigorous learning tasks (use tasks provided by LDOE in teacher toolbox)
  ✓ Differentiated instruction should be included in lesson plans
  ✓ Objectives are expected to be written and shared with student in student-friendly terms
  ✓ Purposeful Talk and Talk Moves (student-teacher, student-student) are utilized to facilitate discussions
  ✓ RTI plan should be in place and implemented daily (specific to individual student’s needs)
  ✓ Edgenuity and A+ used for credit recovery and Edgenuity may be used to offer initial credit for courses that schools cannot offer face-to-face on campus
  ✓ High school students are instructed to earn IBC in applicable classes
  ✓ Special Ed. inclusion students receive core instruction in regular classroom
Lincoln Parish Assessment Guidelines

- **ELA**
  - LDOE ELA Guidebook/Lincoln Parish ELA Assessments
  - Cold Read Tasks for each unit or LEAP 360 Interim Assessments based on district requests
  - Culminating Writing Tasks and Extension Tasks for each unit
  - Quarterly cumulative benchmark tests should reflect the item-type and structure of state assessments or LEAP 360 Interim Assessments should be used
  - Refer to PARCC Evidence Tables to guide development of assessments

- **General Guidelines**
  - Standards must be written beside all items on major assessments
  - Assessments must be rigorous and aligned to the standards
  - Assessments are to reflect state assessments (LEAP, PARCC, EOC, ACT) or other assessments specific to a course (AP, IBC assessment, proficiency test)
  - Use new comprehensive assessment-delivery platform (formally EAGLE) to develop assessments
  - Culminating writing activities are required at the end of each unit in ELA, science, and social studies; LEAP 360 Interim Assessments should be used for ELA.
  - Use rubrics for grading tasks and writing activities
  - Quarterly cumulative benchmark assessments should project student performance on state assessments

- **Benchmark Assessments**
  Benchmark assessments should…
  - LEAP 360 Diagnostic Assessments and Interim Assessments should be incorporated into assessments when possible; they should be used for instructional purposes.
  - Be administered by all teachers across parish
  - Be assessments that project student performance on state assessments
  - Reflect the item-type and structure of state assessments
  - See all other requirements listed under assessment for each subject area

- **Assessment to Guide Instruction**
  - LDOE ELA Guidebook/Lincoln Parish Moodle Cold Read Tasks, Culminating Writing Tasks, and Extension Tasks
  - LEAP 360 Diagnostic Assessments & Interim Assessments
  - Vocabulary and grammar instruction should be integrated with guidebook texts.

- **Assessments Used to Assign Student Grades**
  - Assessments are aligned to Lincoln Parish Tier 1 curriculum
  - LDOE ELA Guidebook/Lincoln Parish Course Planners Lessons and Assessments
  - Use a variety of assessment techniques
  - Formative and summative assessments, informal observations, checklists, rubrics, and conferencing
  - Weighted grades are encouraged based on content and level of importance.

- **Student Grades**
  - Grades 6-12 instruction and assessment should align with the assessment guides for ELA
  - Grades are based solely on grade-level standards and should reflect individual student achievement
  - Grades should not be inflated with bonus or extra credit work
  - Avoid use of zeroes when at all possible by use of RTI time
  - Students should have the opportunity to make up missed work and retest areas of deficiency
Standards not mastered should be retaught and retested as needed
Academic and behavior interventions are necessary to ensure success for all students

LINCOLN PARISH SCHOOL DISTRICT
Math
6-12 Curriculum, Instruction, and Assessment Guidelines

Lincoln Parish Curriculum Guidelines (Tier I – LDOE)
- Math
  - Grades 6-8 - Teaching resources and materials must be comprised primarily of Jump Math materials
    If supplemental materials must be used, they should support the Louisiana Student Standards for Mathematics
  - Geometry – Teaching resources and materials must be comprised primarily of Patterson Geometry materials
    If supplemental materials must be used, they should support the Louisiana Student Standards for Mathematics
  - Algebra I and Algebra II – Teaching resources and materials must be comprised primarily of Agile Mind materials
    If supplemental materials must be used, they should support the Louisiana Student Standards for Mathematics
  - Other math courses – Use of district approved curriculum
  - Using LA Student Standards for Mathematics (LSSM)

General Guidelines
- Standards must be written on all lesson plans
- Tier I resources recommended

Lincoln Parish Instructional Guidelines
- Math
  - LDOE Math Curricular Resources (K-12 Math Planning Resources)
  - LDOE Instructional Tasks
  - Coherence Map (Achieve the Core)
  - Talk Moves
  - Use questions and other instructional methods to:
    - Teach students to demonstrate conceptual understanding, procedural skills and fluency, and applications
    - Teach students to apply understanding to real-world examples (require real-life application and conceptual understanding)
    - Teach students to demonstrate mathematical reasoning by explaining, critiquing, and justifying how they arrived at their answer using precise mathematical language, verbally (student-teacher, student-student) and written

General Guidelines for All Courses
- Reading, including informational texts and writing has to occur in all classes
- Rigorous learning tasks (use tasks provided by LDOE in teacher toolbox)
- Differentiated instruction included in lesson plans
- Objectives written and shared with student in student friendly terms
- Purposeful talk occurs and Talk Moves (student-teacher, student-student) are utilized to facilitate discussions
- RTI plan in place and implemented daily (specific to individual student’s needs)
- Edgenuity used for credit recovery and to offer initial credit for courses that schools cannot offer face-to-face on campus
- High school students are instructed to earn IBC in applicable classes
- Special Ed. inclusion students receive core instruction in regular classroom

**Lincoln Parish Assessment Guidelines**
- Exit Tickets (used to informally assess student learning and plan for future instruction and/or remediation)
- Regular cumulative assessments, such as weekly or bi-weekly, that are aligned to the standards
- Quarterly cumulative benchmark tests that reflect the item-type and structure of state assessments or LEAP 360 Interim Assessments
- Assessments need to include tasks that assess the student’s ability to:
  - Demonstrate conceptual understanding, procedural skills and fluency, and applications
  - Apply understanding to real-world examples (require real-life application and conceptual understanding)
  - Demonstrate mathematical reasoning by explaining, critiquing, and justifying how they arrived at their answer using precise mathematical language (verbally and written)

**General Guidelines**
- Assessments must be rigorous and aligned to the standards
- Assessments are to reflect state assessments (LEAP 2025, EOC) or other assessments specific to a course (AP, IBC assessment, proficiency test)
- Use comprehensive assessment-delivery platform (EAGLE, Edulastic) or curriculum assessment banks (from Agile Mind, Jump Math, etc.) to develop assessments
- Culminating writing activities are required at the end of each unit in ELA, science and social studies
- Use rubrics for grading tasks and writing activities
- Quarterly cumulative benchmark assessments that should project student performance on state assessments

**Benchmark Assessments**
- To be administered by all teachers across parish
- Cumulative assessments that project student performance on state assessments or LEAP 360 Interim Assessments
- Reflect the item-type and structure of state assessments
- See all other requirements listed under assessment for each subject area

**Assessments Used to Assign Student Grades**
- Assessments are aligned to the Louisiana Student Standards for Mathematics
- Assessments should be reflections of state assessments
- Questions should be graded on accuracy of answer, not on the use of a particular strategy
- Use a variety of assessment techniques
- Formative and summative assessments, informal observations, checklists, rubrics, and conferencing

**Student Grades**
- Grades 6 - 12 instruction and assessment should align with the assessment guides for math
- Grades are based solely on grade-level standards and should reflect individual student achievement
- Grades should not be inflated with bonus or extra credit work
- Avoid the use of zeroes, when at all possible by use of RTI time
- Students should have the opportunity to make up missed work and retest areas of deficiency
- Standards not mastered should be re-taught and re-tested as needed
- Academic and behavior interventions are necessary to ensure success for all students

LINCOLN PARISH SCHOOL DISTRICT
Science
6-12 Curriculum, Instruction, and Assessment (CIA) Guidelines

Lincoln Parish Curriculum Guidelines (Tier I – LDOE)

➤ Science
✓ Tier I/high quality curricula
✓ Louisiana Student Standards for Science
✓ Standards should be developed utilizing Science Component Cards from Louisiana Believes and NGSS Evidence Statements
✓ Use phenomena to drive instruction

➤ General Guidelines
✓ Standards must be written on all lesson plans
✓ Tier I/high quality resources recommended

Lincoln Parish Instructional Guidelines

➤ Science
✓ Hands-on instructional strategies, learning activities, and tasks that connect to and develop conceptual understanding
✓ Teachers act as facilitators in a student-centered environment featuring collaboration, communication, creativity and critical thinking
✓ Lessons should be designed so that students figure things out
✓ Vocabulary is embedded in lessons as opposed to “being” the lesson
✓ Instruction is driven by guiding questions
✓ Teachers model student expectations
✓ Science and Engineering Practices are taught and embedded throughout the year
✓ Science informational text, charts, graphs, and other graphic organizers are consistently utilized throughout the year
✓ Students produce charts, graphs, and other graphic organizers for data
✓ Informational texts are used to help develop concepts, provide a platform for students to make an evidence-based claim and connect concepts
✓ Model research simulations for ELA (using multiple resources to form and defend opinions or big ideas)
✓ Provide opportunities for student to become proficient in responding to constructed and extended response questions.

➤ General Guidelines for All Courses
✓ Reading, including informational texts and writing has to occur in all classes
✓ Rigorous learning tasks (use tasks provided by LDOE in teacher toolbox)
Differentiated instruction included in lesson plans
Objectives written and shared with student in student friendly terms
Purposeful talk occurs and Talk Moves (student-teacher, student-student) are utilized to facilitate discussions
RTI plan in place and implemented daily (specific to individual student’s needs)
Edgenuity and A+ used for credit recovery and Edgenuity used to offer initial credit for courses that schools cannot offer face-to-face on campus
High school students are instructed to earn IBC in applicable classes
Special Ed. inclusion students receive core instruction in regular classroom

Lincoln Parish Assessment Guidelines

Science
- Exit Tickets when applicable
- Include science informational text, charts, graphs, and other graphic organizers
- Students produce charts, graphs, and other graphic organizers for data
- Assessment items should include 3-dimensional questions that help explain phenomena
- Assessments need to assess the student’s ability to:
  - Apply the science and engineering practices and crosscutting concepts
  - Apply their conceptual understanding to new scenarios or situations
  - Complete research simulation tasks
  - Complete extended and constructed response questions
  - Evaluate, investigate, and reason across the content.

General Guidelines
- Standards must be written beside all items on major assessments
- Assessments must be rigorous and aligned to the standards
- Assessments are to reflect state assessments (LEAP, PARCC, EOC) or other assessments specific to a course (AP, IBC assessment, proficiency test)
- Use new comprehensive assessment-delivery platform (formally EAGLE) to develop assessments
- Culminating writing activities are required at the end of each unit in ELA, science and social studies
- Use rubrics for grading tasks and writing activities
- EAGLE and Edulastic

Benchmark Assessments
- Cumulative assessments that project student performance on state assessments
- Reflect the item-type and structure of state assessments
- See all other requirements listed under assessment for each subject area

Assessments Used to Assign Student Grades
- Assessments are aligned to Lincoln Parish Tier 1 curriculum/high quality units
- Use a variety of assessment techniques
- Formative and summative assessments, informal observations and discussions, checklists, and rubrics

Student Grades
- Grades 6 - 12 instruction and assessment should align with the assessment guides for science
- Grades are based solely on grade-level standards and should reflect individual student achievement
- Grades should not be inflated with bonus or extra credit work
Avoid use of zeroes when at all possible by use of RTI time
Students should have the opportunity to make up missed work and retest areas of deficiency
Standards not mastered should be retaught and retested as needed
Academic and behavior interventions are necessary to ensure success for all students

LINCOLN PARISH SCHOOL DISTRICT

Social Studies

6-12 Curriculum, Instruction, and Assessment (CIA) Guidelines

Lincoln Parish Curriculum Guidelines

- Social Studies
  - Current LDOE social studies standards

** LDOE scope and sequence is a tool, not a curriculum

- General Guidelines
  - Standards and details must be written on all lesson plans

Lincoln Parish Instructional Guidelines

- Social Studies
  - LDOE and Lincoln Parish Social Studies Moodle instructional tasks and activities
  - Teacher modeling of instructional tasks
  - Socratic Discussions (6-8)
  - Social studies informational text, charts, graphs, and other graphic organizers
  - Students produce charts, graphs, and other graphic organizers for data
  - Complex texts and item sets
  - Humanities Assessment Recommendations for selected grades

- General Guidelines for All Courses
  - Reading, including complex texts and writing has to occur in all classes
  - Rigorous learning tasks (use tasks provided by LDOE in teacher toolbox)
  - Differentiated instruction included in lesson plans
  - Objectives written and shared with student in student friendly terms
  - Purposeful talk occurs and Talk Moves (student-teacher, student-student) are utilized to encourage engagement in the classroom
  - RTI plan in place and implemented daily (specific to individual student’s needs)
  - Edgenuity and/or A+ used for credit recovery and Edgenuity used to offer initial credit for courses that schools cannot offer face-to-face on campus
  - High school students are instructed to earn IBC in applicable classes
  - Special Ed. inclusion students receive core instruction in regular classroom

Lincoln Parish Assessment Guidelines

- Social Studies
  - Include social studies sources and item sets
Assessments need to assess the student’s ability to:

- Complete instructional tasks and technology enhanced items (includes M/C and task sets)
- Complete constructed response tasks and extension tasks
- Complete extended constructed response questions

**General Guidelines**

- Standards must be written beside all items on assessments
- Assessments must be rigorous and aligned to the standards
- Assessments are to reflect state assessments (LEAP, EAGLE, EOC) or other assessments specific to a course (AP, IBC assessment, proficiency test)
- Use new comprehensive assessment-delivery platform (formally EAGLE) to develop assessments
- Culminating writing activities are required at the end of each unit in ELA, science and social studies
- Use rubrics for grading tasks and writing activities

**Benchmark Assessments**

- To be updated by horizontal teams and administered by all teachers across parish
- Cumulative assessments that project student performance on state assessments
- Reflect the item-type and structure of state assessments
- Use practice tests as needed
- See all other requirements listed under assessment for each subject area

**Assessment to Guide Instruction**

- Social Studies task sets and item sets

**Assessments Used to Assign Student Grades**

- Assessments are aligned to Lincoln Parish Tier 1 curriculum
- Use a variety of assessment techniques
- Formative and summative assessments, informal observations, checklists, rubrics, and conferencing

**Student Grades**

- Grades 6 - 12 instruction and assessment should align with the assessment guides for social studies
- Grades are based solely on grade-level standards and should reflect individual student achievement
- Grades should not be inflated with bonus or extra credit work
- Avoid use of zeroes when at all possible by use of RTI time
- Students should have the opportunity to make up missed work and retest areas of deficiency
- Standards not mastered should be retaught and retested as needed
- Academic and behavior interventions are necessary to ensure success for all students
- Final grade should be reflective of individual student scores on state mandated assessments
K-12 DISCIPLINE PLAN FOR TEACHERS AND ADMINISTRATORS

Leader Requirements:
- School-wide PBIS Plan
- System of rewards for PBIS Plan
- School-wide discipline plan
- Posted behavior expectations for hallways, cafeteria, bathrooms, etc.
- Discipline/Behavior Plan for Special Education students and other students struggling with school-wide and/or classroom discipline plans
- Communicate with and inform Special Education teachers about infractions and disciplinary actions for Special Education students
- Entry of official office referrals into WebPams *Every referral that involves disciplinary action should be entered into JPAMS. Give a thorough but succinct account of the incident, detailing specifically the presence of witnesses, security camera footage, or any other evidence that verifies the incident. Document any interventions (counseling, mentors, etc.) that were implemented to deter future incidents.
- Ensure that discipline codes of conduct state specifically the progression of disciplinary action as the number of infractions mount.
- Verbal contact and documentation of parent notification of referrals, suspensions and all other disciplinary actions *Parents should be made aware of each referral that his/her child receives, including the ensuing consequences. Parents should sign each referral and return to the disciplinarian.
- Upon the second OSS, the administration should meet with the parent and child to discuss the discipline issues at hand and develop a plan to modify the student’s behavior.
  * See also, Expulsion Hearing Process

Teacher Requirements:
- Implementation/participation in use of school-wide PBIS and disciplines plans
- Classroom discipline plan, with posted rules and consequences
- Verbal and/or face-to-face parent communication of referrals, detention, etc.
- Documentation of all parent contact/communication, including verbal and face-to-face communication, prior to writing official office referrals
  * Discipline/Behavior plan for Special Education students and other students struggling with classroom discipline plans
- Record and maintain data related to student behavior and/or behavior plans
- Documentation of referrals
DISMISSAL OF EMPLOYEES

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

CRIMINAL OFFENSES

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

1. An administrator, teacher, or substitute teacher upon final conviction or submission of plea of nolo contendere to any felony offense, in accordance with statutory provisions for dismissal applicable to the employee.

2. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.

3. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE.


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


ABANDONMENT OF POSITION

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

CERTIFICATED EMPLOYEES

Non-tenured Teachers

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher’s personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent’s action was arbitrary or capricious.
Tenured Teachers
A tenured teacher shall not be removed from office except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. Dismissal of a teacher with tenure shall be governed by the provisions for discipline of tenured teachers as included in policy GBK, Employee Discipline.

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

1. The Superintendent has recommended against renewal of the contract based on an evaluation of the employee’s performance;

2. The failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;

3. The position in question has been discontinued; or

4. The position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board. For mid-contract termination of promotional employment contracts, the employee shall have the right to written charges and a hearing before a disciplinary hearing officer in the manner provided in La. Rev. Stat. Ann. §17:443. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

NON-CERTIFICATED EMPLOYEES
Non-Tenured Bus Operators
No bus operator hired after July 1, 2012 shall earn tenure.

A non-tenured bus operator shall be immediately dismissed if he/she is convicted of or has pled nolo contendere to violations of local or existing state law prohibiting operating a vehicle while intoxicated regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, any bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. Any bus operator employed on or after July 1, 2012, who has successfully completed his/her probationary term, may be dismissed by the Superintendent after providing such bus operator with written reasons therefor and providing the bus operator with the opportunity to respond. The bus operator shall have ten (10) days to respond, and such response shall be included in the bus operator’s personnel file. Regardless of the date of his/her employment, a non-tenured bus operator shall not be entitled to a hearing before the School Board prior to termination.
Tenured Bus Operators
A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state.

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

1. the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, based upon a determination by the Superintendent that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.

2. conviction of or plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the existing state offenses relative to operating a vehicle while intoxicated, as enumerated in La. Rev. Stat. Ann. §17:493, regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

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

The Superintendent shall have ten (10) calendar days to review the school bus operator’s response and to provide written notice to the bus operator of the interim disciplinary action, which may include placing the bus operator on paid administrative leave. If the bus operator has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children’s Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent’s interim decision.

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

School Employees
All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. ’ ’ 17:441-446, or by the provisions of La. Rev. Stat. Ann. ’ ’ 17:491-494, shall be subject to dismissal by the Superintendent after providing such employee with the written reasons therefor and providing the employee the opportunity to respond. The school employee shall have five (5) days to respond, and such response shall be included in the school employee’s personnel file. Such employees shall not be entitled to a hearing before the School Board. Revised: January 8, 2019
DRESS CODE GUIDELINES FOR FACULTY AND STAFF

Lincoln Parish faculty and staff have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In accordance with that tradition, the Lincoln Parish School System embraces the following standards as they relate to faculty and staff dress.

The standards of dress and provisions of these guidelines apply to all faculty and staff members at schools, the Central Office, and other off-campus facilities.

- Dress appropriately in good taste and in a manner consistent with faculty and staff particular responsibilities.
- Adhere to any dress code at particular schools that apply to students but are not addressed in this policy.
- Adhere to any uniform or dress guidelines required by direct supervisor.
- Spirit Days will be designated by the principal. Spirit Days must apply to both students and teachers. Wind suits or jeans may be worn on these days with shirts displaying school logos or seasonable themes.
- During special activities such as field trips, field days, staff and faculty may be exempt from the prohibitions listed below but are requested to adhere to standards of good taste.
- Leggings may be worn with knee-length tunics.
- Sleeveless garments should cover the shoulder.
- All dresses and tunics must be knee-length.
- Men, especially those in administration, are encouraged to wear ties. Dress slacks with polo style shirts or sports shirts may also be worn.
- Certain areas of instruction such as physical education are exempted from the prohibition on shorts, jogging suits, and sweat suits while teaching physical education. However, coaches or others should follow regular dress code standards while teaching in academic classrooms. Dress for vocational Ag teachers or shop activities must be appropriate for the activity. Khakis are recommended.
- The following attire is prohibited. This list is not intended to be all-inclusive:
  - Jeans, T-shirts, and wind suits except on spirit days
  - Sweat shirts (unless part of school uniform) except on spirit days
  - Form fitting slacks
  - Fleece jogging suits
  - Sport/athletic shorts
  - Tank-tops and/or spaghetti straps unless worn under a jacket or over shirt
  - Halterstrapless, see-through or fishnet attire
  - Body piercing ornamentation other than the ears
  - Tattoos
  - Clothing that exposes midriff when arms are raised or when bending over
  - Inappropriate neck lines that expose cleavage
ALCOHOL AND DRUG-FREE WORKPLACE

The Lincoln Parish School System is dedicated to providing a drug-free workplace for its employees and the students in their charge. Toward that end, the unlawful manufacturing, distribution, dispensing, possession, or use of alcohol, narcotics, drugs or controlled substances by any employee shall be prohibited in any workplace, school bus and/or vehicle operated by the Lincoln Parish School System. Violation of such prohibition in the workplace shall result in disciplinary action as may be specified.

Upon official charge of a violation by an employee with regard to manufacturing, distribution, dispensing, possession or use of alcohol, narcotics, drugs, or controlled substance in the workplace, including school buses and/or vehicles, the Superintendent or his/her designee shall immediately conduct a complete investigation into the matter. If violations of School Board policy are found, such conduct may result in discipline, immediate termination, and/or a directive to participate in a sanctioned rehabilitation program. Nothing in this policy shall be construed as to deny any employee the right to due process under the law.

All employees including new hires, shall be given a copy of this policy and shall be thereby notified that any employee who is engaged in the performance of duties shall, as a condition of employment, agree to abide by the terms of this policy and shall further agree to notify the Superintendent or his/her designee of any criminal drug statute conviction for a violation occurring in the workplace, school bus and/or vehicle no later than five (5) days after the conviction.

The Superintendent or his/her designee shall notify the granting agency (for federal grants) within ten (10) days after receiving notice from an employee for such conviction and shall implement the terms of this policy within thirty (30) days of the conviction.

The Lincoln Parish School System shall in good faith make every effort to continue to maintain a drug-free workplace through the implementation of this policy.

EDUCATION
The Lincoln Parish School System shall offer to its employees a drug-free awareness program which will provide employees information and education about the following.

1. The dangers of drug abuse in the workplace.
2. School Board policy of maintaining a drug-free workplace.
3. Any available drug counseling, rehabilitation, and employee assistance programs.
4. The penalties or disciplinary action that may be taken against employees for any violations of the Drug-Free Workplace policy.

DEFINITIONS
Controlled substance is any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 821), and as further defined by federal regulations 21 CFR 1308.11 through 1308.15.

1. Conviction is a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
2. *Workplace* is any site for the performance of work for the Lincoln Parish School Board.

3. Official charge refers to a charge brought by an official of the Lincoln Parish School Board to include, but not limited to, Superintendent, central office staff member, principal, and assistant principal.

Revised: August, 1994

FILE: GAMEA

ALCOHOL AND DRUG TESTING-GENERAL EMPLOYEES

GENERAL PROVISIONS:
The Lincoln Parish School Board fully supports the concept of drug-free and alcohol-free workplaces and employees. Though the School Board is cognizant of the privacy rights of individuals, it also believes that the safety and well-being of its students and employees requires that it take legally permissible steps to prevent or eliminate the use of drugs and/or abuse of use of alcohol by its employees. School Board policy now prohibits the unlawful manufacturing, distribution, dispensing, possession, or intoxication due to or as a result of use of a controlled substance by its employees in any workplace operated by the system or in any other location. For any such violation, disciplinary action is required. Also, School Board policy prohibits the possession, use or distribution of alcohol or being under the influence of alcohol by its employees on any school system property, whether owned, leased or used by the school system, at any school sponsored or supervised activity, in any School Board owned, leased or used vehicle including any school bus, or at any employee workplace.

As a condition of continued employment, the Lincoln Parish School Board may require samples from a school system employee for alcohol/drug testing in the following circumstances:

1. When an employee is involved in any accident during the course and scope of his or her employment, and alcohol or drugs are suspected to have contributed to the cause of the accident;

2. Under circumstances which result in a reasonable suspicion that drugs are being used by the employee;

3. As part of a monitoring program, to assure employee compliance with a rehabilitation or treatment agreement;

4. In connection with any required periodic medical exams; or

5. As part of a program of random drug testing of designated employees who occupy safety-sensitive or security-sensitive positions.

In addition, when an employee is injured as a result of a job-related accident and who after alcohol/drug testing is determined to be intoxicated under the standards set forth in La. Rev. Stat. Ann. § 23:1081 or the employee refuses to immediately submit to such testing, then in accordance with state law such employee shall be presumed to be intoxicated at the time of the accident and may be denied workers' compensation benefits in addition to any other authorized action.
Also, a positive confirmatory drug test result may be used as a basis to terminate an employee for wrongful conduct and to deny unemployment compensation as set forth in La. Rev. Stat. Ann. ‘23:1601, or as the basis of other disciplinary action.

An employee involved in any of the above situations may be directed by his/her supervisor to submit to alcohol/drug testing. An employee, who provides a sample on the basis of any of the above authority and whose sample is determined to be positive as to the presence of drugs or alcohol after a confirmatory test will be required to undergo a rehabilitation or treatment program at the employee's expense and/or be subject to disciplinary action.

SAFETY AND/OR SECURITY-SENSITIVE POSITIONS:
For the purposes of the random testing of employees, the following definitions apply:

**Safety-sensitive** refers to a position which requires as part of the employee’s assigned duties, primarily or specifically, the operation, maintenance or repair of a motor vehicle; or responsibility for supervising or attending to children on a motor vehicle used to transport children to and from school; or inspecting, servicing, maintaining or using gas fired equipment or gas utility systems; or working with or handling chemicals, including those found in certain cleaning products. An employee who has the responsibility of supervising, either directly or indirectly, employees who perform any of the above described duties shall also be considered as occupying a safety-sensitive position.

**Security-sensitive** refers to a position which may require an employee, primarily or specifically, to employ deadly force in the exercise of his/her duties and whose duties are directly related to the security of employees and students, a school or facility of the Lincoln Parish School Board, and which, if not performed properly, could result in serious injury or death to the employee, student, other employees or the general public as a result of the use of a firearm, or any other deadly force. An employee who has the responsibility of supervising, either directly or indirectly, employees who perform any of the above described duties shall be considered as occupying a security-sensitive position.

THE FOLLOWING POSITIONS ARE DESIGNATED AS SAFETY-SENSITIVE OR SECURITY SENSITIVE POSITIONS: school bus operators; any person who operates a school system vehicle; mechanics who perform maintenance or repairs of school buses or other school system vehicles; all persons supervising or attending children on a school bus or any other vehicle used to transport school children; security guards or personnel; maintenance department employees who inspect, repair, or in any other manner service any equipment, pipeline or apparatus which uses natural or propane gas or is connected to natural or propane gas; custodians/janitors; and all who exercise any supervision over such persons. Persons in any of the above positions shall be subject to unannounced random alcohol/drug testing. A positive confirmatory test as a result of random testing may require the employee to undergo treatment at the employee's expense or be subjected to disciplinary action.

TESTING PROCEDURES
All testing/screening shall be conducted in accordance with applicable state and federal laws and regulations. The Superintendent shall promulgate administrative regulations and procedures to implement the provisions of this policy.

In addition to this policy, for those employees who are required by the nature of their job to hold a commercial driver’s license (CDL), the provisions of policy GAMEB, Alcohol and Drug Abuse and Testing-Commercial Drivers’ License Holders shall also be applicable.
DISCIPLINARY ACTION
Failure to comply with the provisions of this policy shall be grounds for disciplinary action including but not limited to written reprimands, suspension from work, and discharge.
An employee shall be subject to immediate discharge if the employee refuses to cooperate with any of the enforcement provisions of the policy or is believed to have tampered or purposefully tried to alter the outcome of drug and alcohol tests. Additionally, the employee may be discharged if found using, manufacturing, selling, or distributing drugs or alcohol while on School Board premises. Any employee arrested for a drug related offense has five (5) working days from the day of the arrest to notify the School Board. Should an employee at any time be convicted of a drug related offense, they shall be terminated immediately.

Revised: January, 2016

FILE: GAMIA

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Lincoln Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee to any student enrolled in a public school in this school district relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

The School Board may authorize a school principal, or his/her designee, to permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

DEFINITIONS
1. Electronic Communication includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social
networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.

2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

3. *Computers* – pertains to any and all computers.

4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.

5. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

6. *Proper communications* – any verbal, written, or wireless communication that would be viewed by any reasonable person to be harmless, wholesome, and void of wording that may be considered questionable in content.

**NOTIFICATION**

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student’s attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student’s attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child’s educational services and is sent to and received by more than one student at the school.

**INAPPROPRIATE COMMUNICATIONS**

The Lincoln Parish School Board is aware that changes in technology have revolutionized the methods and devices now available to communicate with others. While these changes have expanded the ability to communicate, the Lincoln Parish School Board is concerned about inappropriate use of these communication devices between school employees and students. The School Board is aware that the reputations and careers of students and educators across the nation have been destroyed due to inappropriate communications. Therefore, it is the intent of the Lincoln Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect.
of duty. Should an employee’s failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

REGULATIONS
1. All electronic or other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

2. Employees shall be required to have a clear understanding of Board policy concerning the use of personal and/or Board-issued cell phones and computers, as well as any other telecommunication or electronic device.

3. Employees are required to report to their supervisor at the first opportunity available, any student-initiated communication that may be construed as inappropriate in content as outlined in this policy.

4. Any employee who has a legitimate need to communicate with students by any means of electronic and/or telecommunication devices shall be required to request from their supervisor the necessary form for approval. The supervisor shall approve or deny the written request as indicated on the form with his/her signature. If permission is denied, the supervisor shall retain the denied request for documentation.

If approved, the employee shall be given the approved form. The employee shall then make a copy for each student he/she is approved to contact and shall proceed with securing the required signatures from students and parents. The signatures indicate that all parties who sign are in agreement with the stipulations listed on the form. The completed forms are to be kept on file by the supervisor for the duration of the school year in which it is signed.

VIOLATIONS
1. Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

2. The investigation shall include the supervisor meeting with the employee to document his/her explanation of the allegation. The employee is required to cooperate fully with the investigation.

3. The supervisor, upon completion of the investigation, will then forward a copy of all the information to the Superintendent and the Personnel Director.

4. Sanctions of the employee may include, but are not limited to, any of the following:
   (a) a written reprimand by the supervisor;
   (b) revoking any or all of the approved employee-student contact forms of the employee if deemed necessary by the supervisor, or if requested by any parent granting such approval;
   (c) the employee being placed on leave with or without pay by the Superintendent; or,
   (d) the employee being recommended for dismissal, in accordance with Board policy.

Revised: January 8, 2013
EMPLOYEE ATTENDANCE

Employees of the Lincoln Parish School Board shall be expected and required to report to their designated work locations in the prescribed manner and at the prescribed time work activity is to commence. Employees shall also be expected to remain at work for the entire work period excluding any rest and meal periods permitted. Tardiness, unexpected absence, or failure to report to work as scheduled may result in disciplinary action. In cases of anticipated absence or where the employee cannot report to work as scheduled, the employee shall notify his/her supervisor as soon as possible after the employee becomes aware that he/she will be absent from work. Continual absence by the employee shall be conveyed to the employee’s supervisor on a regular basis. The frequency of contact that may be required shall be determined by the supervisor.

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

Reporting Absences
All absences reported by the immediate supervisor shall be recorded and counted toward an employee's leave time.

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

Job Abandonment
If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances, as determined by the Superintendent.
EMPLOYEE CONCERN FORM

Employee Name________________________       School/Location________________________

Date(s) of incident ________________________

Describe incident/concern: (be specific- include dates, times, names, witnesses, etc.)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Solution requested by reporting employee:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Reporting Employee’s Signature

Date submitted to immediate supervisor

Follow up/Action Taken by immediate supervisor or administration:
______________________________________________________________________________
______________________________________________________________________________

Immediate Supervisor’s / Administrator’s Signature

Date copy given to reporting employee
EMPLOYEE CONDUCT

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

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

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

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

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

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

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

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

**Arrests for Certain Sexual Offenses**

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

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

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

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

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

Revised: November 11, 2008
# Lincoln Parish School Board

## EMPLOYEE DEFICIENCY REPORT

**Employee**

Name ____________________________________  Location: ____________________________

**Please check all that apply:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>___ Late to work</td>
<td>___ Late or failure to report to duty</td>
</tr>
<tr>
<td>___ Late picking up students</td>
<td>___ Leaving students unattended</td>
</tr>
<tr>
<td>___ Not following parish policies</td>
<td>___ Using inappropriate language or tone with student, parents, peers, etc.</td>
</tr>
<tr>
<td>___ No lesson plans</td>
<td>___ Inappropriate dress</td>
</tr>
<tr>
<td>___ Misuse of computer, internet, etc.</td>
<td>___ Failure to attend mandatory meeting</td>
</tr>
<tr>
<td>___ Not following school procedures meeting</td>
<td>___ Failure to sign in/out</td>
</tr>
<tr>
<td>___ Improper behavior with student or faculty member</td>
<td>___ Insubordination <em>(explain below)</em></td>
</tr>
<tr>
<td>___ Cell phone use against policy</td>
<td>___ Excessive absenteeism</td>
</tr>
<tr>
<td>___ Leaving campus without permission</td>
<td>___ Dishonesty <em>(explain below)</em></td>
</tr>
<tr>
<td>___ Classroom management lacking</td>
<td>___ Tardy with reports</td>
</tr>
<tr>
<td>___ Failure to accompany students to specified location</td>
<td>___ Failure to report grades/progress reports</td>
</tr>
<tr>
<td>___ Lack of effort/job responsibilities not fulfilled</td>
<td>___ Classroom not conducive to learning</td>
</tr>
<tr>
<td>___ Unauthorized use/misuse of school equipment learning</td>
<td><em>(lack of organization or neatness)</em></td>
</tr>
<tr>
<td>___ Electronic communication with student without proper consent class or location</td>
<td>___ Failure to report to assigned location</td>
</tr>
<tr>
<td>___ Other ____________________________________</td>
<td></td>
</tr>
</tbody>
</table>

Date(s) deficiency documented __________________________________________________________

Comments: __________________________________________________________________________

**Employee’s Signature**  
*Signature does not imply agreement or disagreement*

________________________________________

**Principal or Direct Supervisor’s Signature**  
________________________________________

Date

*Principal/Administrator, Employee, and Human Resources should receive a copy*
EMPLOYEE DISCIPLINE

The Superintendent and his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal shall have the authority to recommend to the Superintendent when appropriate that employees at the school in which he/she is employed should be disciplined.

Discipline of an employee shall be progressive in nature such 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’s authority or, in the case of certain employees, the School Board’s authority, to discipline, suspend, or terminate an employee based on the circumstances of any single event. Documentation of employee behavior, employee performance and any disciplinary action taken shall be properly and thoroughly recorded.

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

TEACHERS
Hearing procedures are statutorily required for certain disciplinary actions for teachers as defined below. However, such procedures do not prevent the Superintendent and/or principal from taking other disciplinary measures which do not require a hearing, as he/she feels appropriate.

Definitions
For the purpose of this section:

Discipline and disciplinary action shall include only suspension without pay, reduction in pay, involuntary demotion, or dismissal.

Written notice shall be considered given when the notice is hand delivered to the teacher, or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier.

Non-Tenured Teachers
The Superintendent may take disciplinary action against any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher’s personnel file. The Superintendent shall notify the teacher in writing of his/her final decision. The teacher shall not be entitled to a hearing before the School Board. Within sixty (60) days of such notice, the teacher may seek summary review in district court of whether or not the Superintendent’s action was arbitrary or capricious.

Tenured Teachers
A teacher with tenure shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond.
The teacher shall have ten (10) calendar days from written notice of the charges to respond, in person or in writing. Following review of the teacher’s response, the Superintendent may take interim disciplinary action, which may include placing the teacher on paid administrative leave. If the teacher has been arrested for a violation of any of the following: La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children’s Code Article 615, the administrative leave shall be without pay. Paid administrative leave shall not exceed fifty (50) days from notice of the Superintendent’s interim decision.

Within ten (10) calendar days after written notice of the interim disciplinary action or within ten (10) calendar days after receipt of the teacher’s response if no interim disciplinary action is taken, a teacher may request a hearing before a disciplinary hearing officer. If the teacher fails to timely request a hearing, the disciplinary action shall become final.

Hearing Procedures
Upon request for a review hearing, the Superintendent shall randomly appoint a hearing officer from a list of persons previously approved by the School Board as disciplinary hearing officers. If the school district serves fewer than twenty thousand students, the School Board shall maintain a list of at least five (5) hearing officers. If the school district serves twenty thousand students or more, the School Board shall maintain a list of at least ten (10) hearing officers. All hearing officers shall be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

Such hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas, and shall conduct the hearing in accordance with procedures adopted by the School Board.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review on whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding.

The time periods contained above may be extended by mutual agreement of the parties.

BUS OPERATORS/CONTRACT APPOINTEES
The Superintendent shall have the authority to discipline tenured bus operators and persons employed on performance contracts, including suspension with or without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the bus operator or contract appointee shall be reimbursed for any loss of compensation.
NON-TENURED EMPLOYEES
The Superintendent shall have the authority to discipline, including suspension, any non-tenured, non-contract employee with or without pay, when circumstances warrant such action.
Revised: January 8, 2019

FILE: GAAA

EQUAL EMPLOYMENT OPPORTUNITY

The Lincoln Parish School Board and all offices under its jurisdiction declare that no person shall, on the basis of race, color, religion, sex, national origin, disability, or age, be discriminated against in admission or access to or treatment or employment in, its programs and activities. The School Board is an equal employment opportunity agency and is dedicated to a policy of nondiscrimination in employment or training. Qualified persons, applicants or employees shall not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, or qualified disability.

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

Any inquiries, concerns, or complaints related to discrimination based on sex should be brought to the attention of the Lincoln Parish School Board's Title IX Coordinator. The Title IX Coordinator may be contacted, as follows:

Lincoln Parish School Board
Lisa Bastion, Assistant Superintendent
Title IX Coordinator
410 South Farmerville St.
Ruston, LA  71270
(318) 255-1430

The name of the current Title IX Coordinator can be found on the district website and in student handbooks. All employees are responsible for complying with this policy. Any form of harassment or discrimination should be immediately reported to the immediate supervisor, who in turn shall report the incident to the Superintendent and/or his/her designee. If the supervisor is the alleged harasser or discriminator, or the employee does not wish to report the matter to his/her supervisor, the employee may submit the complaint directly to the Superintendent or his/her designee for appropriate inquiry, including, when appropriate, investigation. The investigation shall proceed in accordance with policy, GAMC, Employee Investigations. Further, the School Board prohibits retaliation against any individual for making a complaint under this policy or participating in the investigation of any such complaint.

PERSONS WITH DISABILITIES
In accordance with federal and state statutes addressing nondiscrimination of disabled persons, namely Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the School Board attests that no qualified person with a disability shall, solely by reason of a disability, be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity; nor shall a qualified person with a disability be subjected to discrimination in employment.
Revised: November, 2016
EVALUATION OF PERSONNEL

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

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

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

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

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

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

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

Revised: August, 2016
FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family and medical reasons.

ELIGIBILITY

Only eligible employees are entitled to take FMLA leave. To be eligible for FMLA benefits, an employee shall have been employed by the School Board for at least twelve (12) months and have worked at least 1250 hours during the 12-month period immediately preceding the date of the leave to be taken.

LEAVE ENTITLEMENT

Eligible employees may take up to twelve (12) workweeks of unpaid leave in a 12-month period for one or more of the following reasons:

1. For the birth of the employee’s son or daughter or for the placement with the employee of a son or daughter for adoption or foster care, and to care for the newborn or newly placed child;
   A. Leave shall be taken within the twelve (12) months immediately following the birth or placement;
   B. In cases where both a husband and wife are employed by the School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twelve (12) weeks of FMLA leave for the birth or placement and subsequent care;

2. To care for the employee’s spouse, son, daughter, or parent with a serious health condition;

3. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job; and

4. Because of any “qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty).

MILITARY CAREGIVER LEAVE

Eligible employees who are the spouse, child, parent, or next of kin of a covered service member are also entitled to up to fourteen (14) workweeks of additional unpaid leave during a single 12-month period (for a total of twenty-six (26) weeks if combined with other FMLA leave) to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list, for a qualifying serious injury or illness. In cases where both a husband and wife are employed by the Lincoln Parish School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twenty-six (26) weeks of FMLA military caregiver leave.

IDENTIFYING THE 12-MONTH PERIOD

The 12-month period within which the employee may take his/her FMLA leave begins and is measured forward from the first date the employee takes FMLA leave. The next 12-month period would not begin until the next time FMLA leave is taken after completion of the prior 12-month period.
INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULE
Generally, the time taken for FMLA leave shall be on a continuous basis. Under some circumstances, however, employees may take FMLA leave on an intermittent or reduced basis. In such instances, the 12-month period begins on the first day leave is taken.

Employees may be permitted to take FMLA leave on an intermittent or reduced basis to care for a covered family member with a *serious health condition* or for the employee’s own *serious health condition* when medically necessary. An employee may take intermittent leave for the birth or placement of a child only with School Board approval.

In any case in which an instructional employee requests intermittent FMLA leave that is foreseeable based on planned medical treatment and the employee would be on leave for more than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the employee may be required to take leave for periods not to exceed the particular duration of the planned medical treatment or to temporarily transfer to an alternative position for which the employee is qualified and which would be less disruptive to the classroom.

ADVANCE NOTICE
Employees shall comply with the School Board’s policies and pertinent administrative procedures for all leave requests and provide enough information for the School Board to reasonably determine whether the FMLA may apply to the leave request. In any case in which the need for leave is foreseeable, the employee shall provide the School Board with at least thirty (30) days notice before the date the leave is to begin. When the need for leave is foreseeable less than thirty (30) days in advance or is unforeseeable, employees shall provide notice as soon as possible.

When the need for leave is for the birth or placement of the employee’s child and/or subsequent care and said need for leave is foreseeable based on the expected birth or placement, the employee shall provide the School Board with at least thirty (30) days notice before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days, then notice shall be provided as soon as possible.

In any case in which FMLA leave is requested for planned medical treatment, the employee shall consult with the School Board and make a reasonable effort to schedule treatment so as not to unduly disrupt school operations.

SUBSTITUTION OF PAID LEAVE
Employees shall be required to substitute any applicable, accumulated paid leave, such as sick and/or annual leave, to concurrently cover any part or all of the twelve (12) week period of FMLA leave time requested. Any leave granted an employee under extended sick leave, medical sabbatical leave or maternity leave shall also run concurrently with any FMLA leave available to an employee under this policy. If paid leave is used by an employee, the School Board shall provide only enough unpaid FMLA leave time to total the allowed twelve (12) week period.

CERTIFICATION
The School Board may require an employee to submit medical certification from a health care provider to support requests for FMLA leave to care for a covered family member with a *serious health condition* or for the employee’s own *serious health condition*. The employee is responsible for providing a complete and sufficient
medical certification within fifteen (15) calendar days of the School Board’s request for same. Information on
the certification shall include, but not be limited to, the following:

1. Contact and practice/specialization information of the health care provider;

2. The approximate date on which the *serious health condition* commenced and its probable duration;

3. A statement or description of appropriate medical facts regarding the patient’s health condition
   sufficient to support the need for FMLA leave;

4. For purposes of leave for the employee’s own *serious health condition*, information sufficient to
   establish that the employee cannot perform the essential functions of the employee’s job as well as the
   nature of any other work restrictions, and the likely duration of such inability;

5. For purposes of leave to care for a covered family member’s *serious health condition*, information
   sufficient to establish that the family member is in need of care, that the employee is needed to care for
   the family member, and an estimate of the frequency and duration of the leave required to care for the
   family member;

6. For purposes of leave on an intermittent or reduced schedule basis for planned medical treatment of the
   employee’s or a covered family member’s *serious health condition*, information sufficient to establish
   the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and
   duration of such treatments and any periods of recovery;

7. For purposes of leave on an intermittent or reduced schedule basis for the employee’s *serious health
   condition*, including pregnancy, that may result in unforeseeable episodes of incapacity, information
   sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an
   estimate of the frequency and duration of the episodes of incapacity; and

8. For purposes of leave on an intermittent or reduced schedule basis to care for a covered family member
   with a *serious health condition*, a statement that such leave is medically necessary to care for the family
   member, and an estimate of the frequency and duration of the required leave.

Consistent with School Board policies, employees on FMLA leave due to a *serious health condition* may be
expected to keep their supervisors notified of their progress and anticipated date of return. Employees shall be
required to submit a recertification from their physician on the required form once every thirty (30) days, except
under certain circumstances set forth in the FMLA.

The School Board may also require that an employee’s request for “qualifying exigency” leave or that leave
requested to care for a covered service member be supported by appropriate certification.

**FITNESS FOR DUTY AND RETURN TO WORK**

An employee returning from FMLA leave due to a *serious health condition* shall be required to provide to the
School Board certification from his/her health care provider that he/she is able to resume work and perform the
essential functions of his/her job.

An employee returning from FMLA leave shall have the right to be restored to his/her previous position or to an
equivalent position with equivalent pay, benefits, and other terms and conditions of employment, except that the
School Board may not be obligated to restore certain “highly compensated” or “key” employees to their former positions under the conditions set out in the FMLA.

**DEFINITIONS**

*Serious health condition* means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer’s, stroke, terminal diseases, etc.); or,
- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Revised: August 7, 2018

### 2019-2020 GRADING PERIODS

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*Report cards issued or mailed.
EMPLOYEE INSURANCE

The Lincoln Parish School Board may make available to its eligible employees, retirees, and/or their spouses and dependent children, health, hospitalization, life, vision, disability, and other benefit insurance programs. The Board may pay any portion of an employee’s, spouse’s, dependent’s, or retiree’s premium it so determines.

Healthcare provisions and other program aspects regarding the Board’s health and hospitalization coverage shall be outlined in the Lincoln Parish School Board Health Benefit Plan.

EMPLOYEE/RETIREE INSURANCE PREMIUMS

The Lincoln Parish School Board shall require employees to pay their insurance premiums one month in advance. Retirees shall be required to provide necessary banking account information in order for their premiums to be deducted directly from their account each month. Active employees shall have their premiums deducted from their monthly pay.

Whenever the Board is faced with retirees and active employees who have insufficient banking funds to cover the amount of the insurance draft, the Board is charged a fee for the return of the draft or check. It is illegal for the School Board to advance funds to pay employee or retiree premiums. Therefore, if there are not adequate funds available to cover the insurance payment (leave without pay, worker’s compensation, FMLA, etc.), the employee must remit the required amount to the Board. On the first returned draft/check, the retiree/active employee shall be notified and required to pay the premium due and the charge for the returned draft/check. On the second returned draft/check the retiree/active employee shall be required to pay the premium due and the charge for the returned draft/check, along with a fifty dollar ($50) penalty. On the third returned draft/check, the retiree’s/active employee’s insurance shall be terminated. The retiree/active employee shall be notified of the termination by certified mail. All correspondence shall be maintained in the retiree’s/active employee’s insurance file.

Revised: February, 2012

INVESTIGATIONS

GENERAL INVESTIGATIONS

Concerns about serious situations or conditions within the school system should be reported to the Superintendent or his/her designee. Should the Superintendent determine that the situation/condition warrants investigation, he/she shall have the matter investigated by appointing appropriate staff personnel (one or more persons) to make the necessary inquiries. At the conclusion of their investigation, a report shall be prepared for submission to the Superintendent.

Any investigation undertaken in the school system shall be conducted in accordance with the following stipulations:

1. No Board member shall participate in any manner in an investigation.

2. The Superintendent shall use every means possible to protect School Board personnel from unwarranted personal criticism.
In any investigation into incidents involving accidents or injuries to students or employees, or involving student misconduct, or the competence, honesty or performance of duties of employees, all employees of the Lincoln Parish School Board shall, upon reasonable request by the Superintendent or his/her designee, give a statement of the facts and circumstances within the employee's knowledge, or an accounting of the employee's conduct concerning the circumstances which are the subject of the investigation or are related to the matter being investigated.

If deemed appropriate by the Superintendent or his/her designee in the conduct of such investigation, employees shall, upon reasonable notification, appear at the offices of the Superintendent or at such other suitable location within the parish as might be appropriate and convenient in the investigation.

During any such employee interview, the employee may have legal representation if desired by the employee, but said representation shall be at no cost to the Lincoln Parish School Board.

PUBLIC ANNOUNCEMENT OF EMPLOYEE DISCIPLINE
The Lincoln 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. The investigation shall proceed as outlined below under Reporting Procedures. Not later than thirty (30) days after the conclusion of the investigation and prior to any 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 of personnel initiated by the Superintendent.

IMPERMISSIBLE CORPORAL PUNISHMENT OR MORAL OFFENSES
If an employee is accused of impermissible corporal punishment, or of a moral offense involving a student, a prompt, thorough investigation shall be conducted by the Superintendent or designee. The investigation shall proceed as outlined below under Reporting Procedures. A written report of the results of the investigation shall be prepared, and the employee shall be provided with a copy of such report. The Superintendent may promulgate such administrative regulations as he/she deems necessary to implement this policy. Any employee found to have violated the provisions of Board policy shall be disciplined by such means as appropriate to the incident, including reprimand, suspension, termination, and/or referral to the local child protection agency/law enforcement.

If the allegation falls within the definition of abuse as defined in Board policy JGCE, Child Abuse, then all school employees with knowledge of such incidents become mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and Board policy. Such reporting shall be made and applied in conjunction with the procedures outlined in this policy.

REPORTING PROCEDURES
Notwithstanding any statute or other Board policy, any complaint relative to employee conduct shall be handled as follows:

(1) The Superintendent or his/her designee may order such investigation to be conducted in each instance as is warranted by the circumstances.

(2) The investigation shall be conducted by the Superintendent or his/her designee. This policy contemplates informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint. Staff members or students may be interviewed if it is deemed essential to the investigation.
The Superintendent or his/her designee shall confer with each accused employee’s immediate supervisor concerning the results of the investigation and the immediate supervisor shall discuss the matter with the employee.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Superintendent or designee and a copy forwarded to the complainant no later than (30) days after its filing.

If charges are substantiated, disciplinary action may be taken in accordance with Board policy, based upon investigative evidence gathered, which may include termination of employment of the employee. Any disciplinary action shall be placed in the offender's personnel file which shall reflect the action taken and the grounds thereof.

Revised: October 2, 2012

FILE: GBRIH

JURY DUTY

The Lincoln Parish School Board shall grant a leave of absence to any regularly employed person of the school system who has been called or subpoenaed to serve jury duty. Such leave shall be granted for the period of time required to serve jury duty without loss of sick, emergency, or personal leave or any other benefit. Jury duty shall not be deemed to interrupt service accumulated toward sabbatical leave.

Anyone serving on jury duty shall receive his/her regular salary with no loss of compensation he/she receives as a juror. Said employee shall be responsible for submitting verification of call or subpoena for jury duty and reporting any compensation received as juror to the Superintendent or his/her designee to be eligible to receive leave for jury duty. Any employee abusing said leave shall be subject to disciplinary action.
LEAVE FORM – NOT LONGER REQUIRED – FRONTLINE USED

LINCOLN PARISH SCHOOL BOARD -EMPLOYEE REQUEST FOR LEAVE

Employee Name (Print): ___________________________________ Work Site:_______________________

Date(s) of absence(s):_________________________________ Social Security # (last 4 digits) ___ ___ ___

_______Central Office  _____Principal  _____Teacher  _____Bus Operator  _____Secretary/Clerical  _____Custodian/Maid/Maintenance  _____Paraprofessional  _____Other

All leave is at full pay unless otherwise noted. If policy requirements for any day of leave selected are not met OR if any day of leave selected is not available to the employee, pay will be docked at 100% of the employee’s daily rate of pay for each day. Note: The daily rate of pay for employees is based on the number of contract days the employee works. (Total gross salary divided by number of contract days)

PLEASE SELECT WHICH TYPE OF LEAVE YOU ARE REQUESTING BY INDICATING NUMBER OF DAYS IN THE BLANK

SICK LEAVE – The following uses of sick leave reduce balance of accumulated sick leave.

_____ SICK LEAVE – Employee’s Personal Illness.  I affirm by checking this blank that I am sick and unable to carry out my responsibilities as an employee of the Lincoln Parish School System. (Doctor’s statement required for 6 or more consecutive days of absence or upon request of supervisor)

_____ SICK LEAVE – Immediate Family Member’s Death or Illness.  I affirm by checking this blank that I am unable to carry out my responsibilities as an employee of the Lincoln Parish School System because of sickness or death in my immediate family. Employees allowed 5 days for death in immediate family. (Doctor’s statement is required for 6 or more consecutive days of absence or upon request of supervisor)

_____ PERSONAL LEAVE – (NOT AVAILABLE FOR 12-MONTH EMPLOYEES) Maximum 2 days per year. Additional days are docked at 100% of employee’s daily rate of pay even if employee has a balance of sick leave. Must give immediate supervisor at least 24 hours notice and get written permission to take leave.

_____ PERSONAL BUSINESS LEAVE – Maximum 3 days per year available ONLY for teachers and bus operators. Pay is reduced by the rate of substitute (even if a sub is not required) pay for each day of leave. Any additional days are docked at 100% of the employee’s daily rate of pay. PRIOR WRITTEN permission from principal and/or supervisor must be on file. Must give immediate supervisor at least 24 hours’ notice. (NOT AVAILABLE FOR 12-MONTH EMPLOYEES.)

_____ EXTENDED SICK LEAVE – (For employee or illness of immediate family (spouse, parent, child). Only eligible when employee has no sick leave available. Pay is reduced by 35% of daily rate of pay. The employer automatically declares this leave as qualified Family Medical leave under the FMLA of 1993. Maximum 90 days available in a 6-year period. Proper application & doctor’s statement must be attached hereto or submitted within 3 days of return to work if the leave is unexpected or for emergency purposes.

_____ ANNUAL LEAVE / VACATION – (AVAILABLE TO 12-MONTH EMPLOYEES ONLY) Reduces accumulated balance of annual leave. Must be given written permission from immediate supervisor at least 24 hours prior to date of absence.

_____ SCHOOL BUSINESS – Absence from normal work responsibilities for school business activities other than professional development. Examples: Participation on committees, student (your class - not own child) field trips/extra-curricular activities, community outreach, school related court summons, or subpoena. Must be given written permission from immediate supervisor at least 36 hours prior to date of absence. Written documentation of event must be attached hereto. (Example: Agenda, invitation, schedule of games/ bracket, letter of notification, etc.) Documentation is also required for athletic events – invitation, schedule of games/bracket, letter of notification, etc. Provide explanation below.

_____ PROFESSIONAL DEVELOPMENT – School or district activities, meetings, workshops, etc., other than those included in the school calendar, for the purpose of employee professional enhancement or district informational purposes. Examples: Staff dev. workshops, SDE meetings, skills/methods sessions related to employee’s job duties. Must be given written permission from immediate supervisor at least 36 hours prior to date of absence. Written documentation of event must be attached hereto. (Example: Agenda, invitation, etc.) Provide explanation below.

_____ OTHER – (For Jury Duty- attach summons & send any payment made to you to LPSB. LPSB will refund to you any travel allowance included in the payment.) Written documentation of event must be attached hereto. (Example: Agenda, invitation, etc.) Provide explanation below.

Explanation/Comments:______________________________________________________________

I CERTIFY THAT MY ABSENCE FROM DUTY WAS FOR THE REASON NOTED ABOVE.

___________________________________________  __________________________
Employee Signature

___________________________________________  __________________________
Date  Authorizing Signature
LEAVE WITHOUT PAY

The Lincoln Parish School Board may grant leave of absence, without pay, to any employee for periods of time not to exceed one (1) year. Such leave may be granted by the School Board, upon proper request in writing by the employee, whenever in the discretion of the School Board such leave is in the best interest of the school district.

Requests for leave of absence without pay shall be submitted to the Personnel Department, in writing, at least thirty (30) days prior to the effective date of the leave, whenever possible.

The granting of such leave shall be with the intention of both the employee and the school district that the employee returns to the same position he/she left. The School Board may reassign an employee taking leave without pay to a teaching, administrative, or similar position within the person's area of certification or job responsibility if a vacancy occurs. Such reassignment shall be effected in accordance with the School Board's transfer policy and applicable procedures.

Employees shall have been employed in the district for the previous twelve (12) months prior to the beginning date of leave without pay. The 12-month period shall be the same as the fiscal year (July 1-June 30). For each day of leave without pay used, one hundred percent (100%) of a full day’s pay shall be docked from regular pay.

An employee on leave without pay shall not earn retirement credit for those days missed, nor shall an employee who is on leave without pay be eligible to accrue annual leave or sick leave during an approved leave.

Employees granted leave without pay may continue to participate in the School Board’s group health benefits program. However, while on leave without pay, the employee shall be required to pay 100% of the insurance premium. Failure to pay insurance benefit premiums in a timely manner shall result in cancellation of benefits.

The Lincoln Parish School Board does declare that leave without pay interrupts active service credit for retirement and sabbatical leave purposes. In the case of an employee potentially eligible for sabbatical leave, except for limited exceptions outlined in state statute or School Board policy, leaves of absence without pay shall be deemed to interrupt active service for sabbatical leave purposes, but shall not affect tenure rights which the person requesting leave may have acquired prior to the request for leave.

An employee on approved leave without pay shall notify the Personnel Department at least twenty (20) working days prior to the end of the granted leave of the intention to retire or resign in lieu of returning to active employment. A fitness-for-duty certificate from the employee’s physician may be required prior to returning to active employment.

PRESIDENT OF STATEWIDE ORGANIZATION
The Superintendent shall grant a leave of absence, without pay, to any regularly employed teacher or other employee who is president of a statewide professional education organization with a membership of more than ten thousand members, during his/her term of office, not to exceed two (2) years. The granting of such leave shall not affect any tenure rights which may have been acquired prior thereto.

New policy: December 1, 2015
Revised: February, 2017
MATERNITY LEAVE

The Lincoln Parish School Board shall grant to regular employees leave without pay for maternity purposes for a reasonable period of time before and after the birth of a child. Reasonable period of time means that period during which the female employee is disabled on account of pregnancy, childbirth, or related medical conditions. Regular employees, for purposes of this policy, shall mean teachers serving under contract (not to include substitute teachers or teachers replacing others on leave) and other female employees who are employed by the School Board on a regular basis. Such leave shall be granted upon proper application to the School Board for maternity leave.

Employees may be permitted to use current and accumulated sick leave days in lieu of maternity leave upon proper request. The period of disability for which sick leave may be used shall be determined by the employee’s physician, in conjunction with the employee and appropriate school personnel, and submitted to the School Board in writing.

Each teacher granted maternity leave in accordance with state law who has no remaining sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment in accordance with policy GBRIB, Sick Leave.

Maternity leave beyond the period of temporary disability shall be considered an interruption of the accrual of consecutive semesters for sabbatical leave eligibility.

Application
A pregnant employee may remain on the job as long as she is performing her duties competently as determined by her immediate supervisor. The employee shall fill out a Maternity Leave Request form, giving as much advance notice as possible, but in no case less than thirty (30) days prior to the beginning date of leave, except in emergency situations. The form must be accompanied by a statement from a physician verifying the state of pregnancy and expected dates of disability due to pregnancy. Such certificate shall follow the same standards as for submission of certificates for sick leave as found under Certification of Absence in policy GBRIB, Sick Leave. Failure to comply with the notice and other requirements of this policy may be considered willful neglect of duty and may result in disciplinary action up to and including termination.

ADOPTIVE LEAVE
The School Board shall grant leaves of absence not to exceed thirty (30) days to regular employed teachers after the legal adoption of a child. If multiple children are adopted on the same date, the event shall be considered a single qualifying event. The granting of such leave shall not affect any of the tenure rights with the teacher may have acquired under state law.

Each teacher granted adoptive leave in accordance with state law who has no remaining sick leave days available may also be granted up to thirty (30) days of extended sick leave in each six-year period of employment for personal illness related to illness of an infant, or for required medical visits certified by a physician as relating to infant health. Adoptive leave shall not interrupt the consecutive service for sabbatical leave purposes.

Revised: March 5, 2019
PERSONAL LEAVE

The Lincoln Parish School Board shall grant to all teachers and all other employees, except those who receive annual leave, two (2) days absence during each school year to be used for such purposes as may be determined by the individual. For every day an employee is absent from work over the allowed two (2) days, the employee shall be considered on leave without pay and a full day's pay shall be deducted from their regular salary for each day absent.

These two (2) days shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. The two (2) days personal leave shall not be cumulative nor payable upon death or retirement. Personal leave shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken.

Revised: December, 2015

FILE: GBRIB

SICK LEAVE

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

Nine-month employees shall be granted ten (10) days of sick leave per year, and ten-month employees shall be granted eleven (11) days of sick leave per year.

Eleven-month and twelve-month employees shall be granted twelve (12) days of sick leave for the first ten (10) years of employment, and for all years employed over ten, they shall receive eighteen (18) days of sick leave per year.

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

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

TERMINOLOGY

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

- A **teacher** shall mean any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, guidance counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.

- A **bus operator** shall mean any employee who is employed as a school bus operator.
A school employee shall mean an employee who is not a teacher or a school bus operator.
The use of the term employee shall include all three (3) categories of personnel.

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

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

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

SICK LEAVE FOR EMERGENCIES
Emergencies for sick leave purposes shall be defined by the School Board as:

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

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

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

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.
Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

**Definitions**

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

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

*Infant* means a child under one year of age.

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

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

**Extended Sick Leave for Maternity or Adoptive Purposes**

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

**Gainful Employment Permitted**

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

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

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

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

**Application Process**

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

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

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

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

SICK LEAVE FOR ASSAULT OR BATTERY
Any employee of the public schools who is disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay, and without reduction in accrued sick leave days while disabled as a result of such assault and battery. A teacher shall be required to provide a certificate from a physician certifying the disability. A bus operator or school employee shall be required to present certification of the disability from a physician if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability. Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

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

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

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

If any employee is receiving sick leave as a result of assault or battery as provided in this section and begins receiving retirement benefits, the sick leave provided herein shall cease.

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

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

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

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

Any further review of medical certification shall proceed as follows:

1. Upon review of the physician’s certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a licensed physician selected by the School Board or Superintendent. If the physician finds medical necessity or certifies a disability, the leave shall be granted.

2. If the selected physician disagrees with the original medical certification from the physician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a third licensed physician, whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third physician.

3. In the determination of the validity of a physician’s certification, the opinion of all physicians consulted shall be submitted to the School Board or Superintendent in the form of a sworn statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

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

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

If the School Board questions the validity or accuracy of the physician’s certification, the School Board may require the teacher to be examined by a licensed physician selected by the School Board. Any further review of medical certification shall proceed in the same manner as requests for extended sick leave, which is outlined under Application Process above. The School Board shall pay all costs of any examinations and tests determined to be necessary.

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

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

**DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

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

Revised: March 5, 2019

**FILE:** GBRIBB  
** Cf: GBRIB

**SICK LEAVE BANK**

The Lincoln Parish School Board recognizes that major illnesses and catastrophic injuries may warrant the need for additional sick leave by an employee. The Board shall create and maintain a *Sick Leave Bank* which provides an opportunity for employees to donate sick leave days, which in turn may be used by employees in emergency situations when their own sick leave days have been exhausted.

Donations of sick leave days shall be made to the Sick Leave Bank and not directly to individual employees, shall be made by notarized *Acts of Donation,* and shall be made in accordance with other provisions of this policy. Once executed, any donation made shall be *irrevocable.*

Receipt of sick leave days from the Sick Leave Bank shall be based on a written application submitted by an employee to the Superintendent and/or his/her designee. Assessment and any decisions regarding the granting of days from the Sick Leave Bank shall be the responsibility of the Superintendent. His/her decisions shall be *final,* and such decisions shall not be subject to review by the School Board or subject to the Board's grievance procedures.

**ADMINISTRATION OF SICK LEAVE BANK**

Donations of sick leave days shall be made directly to the Sick Leave Bank. Three (3) separate accounts shall be established within the Sick Leave Bank: one for teachers, one for bus operators, and one for school employees. Donations to the Sick Leave Bank shall be credited to the appropriate account depending on the classification of the donor.

Applications for receipt of donated sick leave days from the Sick Leave Bank shall be in writing and include a statement from a licensed physician certifying a *medical necessity* for the employee to be absent from work. The application shall be submitted at least twenty (20) work days prior to the anticipated beginning date of leave. In cases of extenuating circumstances, the Superintendent may waive or alter the application deadline. Upon review of the applications, if questions about the validity or accuracy of the certification arise, the Superintendent may require additional medical certification as outlined under *Extended Sick Leave* in policy GBRIB, *Sick Leave.*

*Medical necessity* shall be the result of a catastrophic illness or injury, which means a life-threatening, chronic, or incapacitating condition of the employee or a member of his/her immediate family. *Immediate family member* shall mean a spouse, parent, or child of the employee.
All records generated in the administration of the Sick Leave Bank, as well as the confidentiality of applicable records, shall be properly maintained by the Superintendent and staff in accordance with statutory provisions.

Donor Eligibility
1. Employees who wish to donate accrued sick leave days shall have been actively employed by the School Board for a period of thirty-six (36) consecutive months as of the date of the intended donation.

2. Only employees with a balance of more than fifty (50) sick leave days as of the date of the intended donation shall be permitted to donate to the Sick Leave Bank. No donation shall be permitted which causes the donor’s sick leave balance to fall below fifty (50) days. A maximum of ten (10) days may be donated in a fiscal year. An individual may make only one (1) donation in a fiscal year.

3. Employees wishing to donate sick leave shall complete the appropriate Act of Donation Form. The donation shall irrevocably relinquish all future claims and rights to such donated sick leave. The days donated shall be permanently deducted from the total number of accumulated sick leave days the employee has on the date the donation is approved.

4. All donations shall be strictly voluntary.

5. No transfer shall become valid until all forms, verifications and signatures have been completed and signed by the Superintendent.

6. All donations shall be in units of whole days.

Recipient Eligibility
1. Recipients shall be actively employed by the School Board at the time that medical necessity is determined.

2. Recipients shall have been employed by the School Board for at least thirty-six (36) consecutive months as of the date of the intended usage.

3. Employees who are recipients shall have exhausted all current and accumulated sick leave and have used all days of extended sick leave and any other applicable leave to which the employee may be entitled. In addition, those employees who receive annual leave shall have exhausted all annual leave time before becoming eligible to receive sick leave days from the Sick Leave Bank.

4. The maximum number of sick leave days that may be granted to a recipient at one time shall be twenty (20) work days.

5. Of those days granted, any remaining unused at the end of the fiscal year shall be returned to the Sick Leave Bank.

6. A separate application shall be submitted for each occasion that an employee may request receipt of sick leave days from the Sick Leave Bank. Each application shall include necessary documentation attesting to medical necessity. The physician’s certification must address circumstances relative to each separate request. The separate application requirement may be waived by the Superintendent as circumstances may warrant.

7. Donated sick leave shall not be used on an intermittent daily basis.

Miscellaneous Provisions
1. The Superintendent shall be authorized to make determinations and clarifications of these provisions. All determinations and clarifications made by the Superintendent shall be **final**.

2. All transactions shall become part of the permanent personnel files of the employees. *Act of Donation Forms* shall be placed in donor personnel files depicting the actual number of days deducted from accrued sick leave days on file after the donation is made.

3. The number of days withdrawn from the Sick Leave Bank shall not exceed the number of days available within the appropriate account of the Bank.

4. Unused sick leave days shall not carry over from one fiscal year to the next. Any unused sick leave days remaining in the Bank shall be forfeited at the end of the fiscal year.

Revised: February, 2017

**FILE: IHAD**

**PARENT CONFERENCES**

The Lincoln Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication. Therefore, the School Board shall require all teachers to hold a conference with each student’s parents or guardians at least one time each school year.

**ACADEMIC CONFERENCES**

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or guardian to attend a conference if the conference would be unnecessary due to the student’s academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

If a student’s academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student’s parent/guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

**DISCIPLINARY CONFERENCES**
Parents may be required to attend a conference with their student's teacher/principal/guidance counselor under the following circumstances:

1. When a pupil is removed from a classroom by the teacher, the teacher may require that the parent, tutor, or legal guardian of the pupil have a conference with the teacher in the presence of the principal or his/her designee before the pupil is readmitted to the classroom.

2. Upon the third removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor, or legal guardian shall be required prior to the pupil being readmitted to the classroom.

3. In any case where a teacher, principal, or other school employee requires the parent, tutor, or legal guardian of a pupil under eighteen (18) 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 designee shall file a complaint with a court exercising juvenile jurisdiction.

4. Prior to the suspension or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, tutor, or legal guardian and the principal, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, or in certain cases, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds.

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

6. Upon a student’s third unexcused absence or unexcused tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. The parent or legal guardian shall sign a receipt acknowledging notification. 

MEDICATION ADMINISTRATION PROVISIONS

PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

Revised: December 4, 2018
TEACHER
The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

POLITICAL ACTIVITIES

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

1. All personnel shall be notified that they must not be part of any activity relating to the campaign or election of any candidate for political office during office hours or while on duty, nor use any School Board facility for any such activity. This includes, but is not limited to, making or soliciting contributions to campaign funds, or promoting any candidate by distribution of cards, pictures, handbills, clothing and pins, making telephone contacts, or in any other way during office hours or while on duty. This requirement applies in every school of the system, department of the system, central office, and on school buses.

2. Any materials or equipment (for example, mailing lists, copy machines, etc.) owned or held by the School Board, or staff, shall not be made available to any group or individual without the Board's approval.

3. No public funds shall be used to urge any elector to vote for or against any candidate, proposition, or be appropriated to a candidate or political organization. This policy shall not prohibit the use of public funds for dissemination of factual information relative to any proposition appearing on any election ballot.

All employees shall be informed of said policy provisions.

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

New policy: October 20, 2010
# Lincoln Parish School Board

## PAYROLL SCHEDULE & WORK CUT-OFF DATES

### 2019-2020

<table>
<thead>
<tr>
<th>CUT-OFF DATES</th>
<th>DUE IN PAYROLL OFFICE BY 4:00 P. M. ON</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 2, 2019</td>
<td>Thursday, August 8, 2019</td>
<td>Monday, August 26, 2019</td>
</tr>
<tr>
<td>Friday, August 30, 2019</td>
<td>Friday, September 6, 2019</td>
<td>Thursday, September 26, 2019</td>
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<tr>
<td>Friday, September 27, 2019</td>
<td>Wednesday, October 2, 2019</td>
<td>Friday, October 25, 2019</td>
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<tr>
<td>Friday, November 1, 2019</td>
<td>Thursday, November 7, 2019</td>
<td>Friday, November 22, 2019</td>
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<td></td>
<td>Salary Supplement</td>
<td>Friday, November 22, 2019</td>
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<tr>
<td>Friday, November 29, 2019</td>
<td>Thursday, December 5, 2019</td>
<td>Friday, December 20, 2019</td>
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<tr>
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<td>REMINDER</td>
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<tr>
<td>Tuesday, December 31, 2019</td>
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<td>Friday, January 24, 2020</td>
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<tr>
<td></td>
<td>Employee W-2’s will be available by this Date</td>
<td>Friday, January 31, 2020</td>
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<tr>
<td>Friday, January 31, 2020</td>
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<td>Friday, February 28, 2020</td>
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<tr>
<td></td>
<td>Salary Supplement</td>
<td>Tuesday, May 26, 2020</td>
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<td>Friday, June 26, 2020</td>
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<tr>
<td>Tuesday, June 30, 2020</td>
<td><em><strong>Thursday July 2, 2020</strong></em></td>
<td>Friday, July 24, 2020</td>
</tr>
</tbody>
</table>

***NOTE: All time records and pay requests for work performed on or before June 30, 2020 are due by this date in order to close out Payroll, Retirement Earnings, and Grant Programs for the Fiscal Year. This also includes contracts for professional service.***
SCHOOL AND STUDENT SAFETY

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

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

DEFINITIONS

Student means any person registered or enrolled at a school.

School is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

Threat is credible and imminent means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person communicating the threat actually intends to carry out the threat in the near future or has the apparent ability to carry out the threat in the near future.

Threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

Threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

MANDATORY REPORTING

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall:

1. Immediately report the threat to a local law enforcement agency if the threat is credible and imminent.

2. Immediately report the threat to school administrators for further investigation, in compliance with this policy, if the threat is not credible and imminent.
No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

Reporting Procedures
The Superintendent shall develop and maintain administrative procedures for reporting potential threats to school safety. The reporting procedures, at a minimum, shall include:

1. A standardized form to be used by students and school personnel to report potential threats which requests, at a minimum, the following information:
   A. Name of school, person, or group being threatened.
   B. Name of student, individual, or group threatening violence.
   C. Date and time the threat was made.
   D. Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.

2. A process for allowing school personnel to assist students in completing the standardized form.

3. A process for allowing reporting by an automated voice system.

4. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.

5. For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If information reported to a school is deemed a threat to school safety, the school shall present the form and evidence to local law enforcement agencies. If the information poses an immediate threat, school administrators shall follow procedures provided in the school’s Crisis Management and Response Plan.

THREAT ASSESSMENT
When any threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum:

1. Conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and;

2. Securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible and imminent, the threat shall be immediately reported to a local law enforcement agency for further investigation.

MANDATORY EVALUATION
If a law enforcement agency, based on its investigation as required by La. Rev. Stat. Ann. §17:409.4, determines that a student’s threat is credible and imminent, it shall report it to the district attorney, who may file a petition no later than seven (7) days after receiving such report with the appropriate judicial district court for
medical, psychological, and psychiatric examination. Where the district attorney, in his/her discretion, decides not to file the petition or does not file such petition during the requisite period, the student who is the subject of a complaint and investigation shall be permitted to return to school. The school shall permit a student who is the subject of a complaint and investigation to return to school if at any point prior to a hearing the threat is determined not to be credible after an investigation by the school administration, a law enforcement agency, or the district attorney or by order of the court after a hearing.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500’) of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

FILE: GAEAA

SEXUAL HARASSMENT

It is the policy of the Lincoln Parish School Board to provide an employment environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment under federal and state laws, regulations, and guidelines. The Lincoln Parish School Board shall not tolerate sexual harassment by any student, employee, non-employee volunteer, or School Board member toward any individual.

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

DEFINITION
Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

REPORTING PROCEDURE
Any person who believes he or she has been the victim of sexual harassment by an employee or non-employee volunteer of the Lincoln Parish School Board, or any person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the employee's immediate supervisor.
who, in turn, shall submit it to the Superintendent or his/her designee. If the alleged acts were committed by the employee's immediate supervisor, the complaint should be directed to the Superintendent or his/her designee. If criminal activity is involved, the victim should also report the incident to local law enforcement. The person to whom the complaint is given shall promptly prepare a written report and forward it to the Superintendent or his/her designee.

**INVESTIGATION AND RECOMMENDATION**

The School Board shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment, and take corrective or disciplinary action when the conduct has occurred.

Upon receipt of a report or complaint alleging sexual harassment by an employee or nonemployee volunteer, such a complaint shall be immediately investigated by personnel designated by the Superintendent to conduct such investigation utilizing the procedures outlined in policy GAMC, Investigations. The investigation shall include personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, as well as a review of related charges, if any, personnel files, work records and other pertinent information.

In determining whether alleged conduct constitutes sexual harassment, the Superintendent or designee should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

A report shall be made to the Superintendent upon completion of the investigation involving an employee or nonemployee volunteer. The report may include a finding that the complaint was unfounded, informally resolved, or recommended to the Superintendent for disciplinary action. No record of an unfounded or unsubstantiated complaint shall be filed in an employee's personnel file.

**RESULTS OF INVESTIGATION**

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

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

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

**RETAIATION PROHIBITED**

The Superintendent shall discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation shall include, but not be limited to, any form of intimidation, reprisal or harassment at the time of a report or any time after a report.

**NON-HARASSMENT**

The School Board recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. Deliberate false accusations of sexual harassment can have a serious detrimental effect on innocent parties and subject the accuser to disciplinary actions.
SEXUAL HARASSMENT AS SEXUAL ABUSE OR CRIMINAL ACTIVITY
Under certain circumstances, sexual harassment of a student may constitute sexual abuse under the Louisiana Children's Code. In such situations, School Board personnel become mandatory reporters and shall comply with Article 609(A) of the Louisiana Children's Code and directly report the sexual abuse to the Child Protection Unit of the Louisiana Department of Social Services. Also, activity of a criminal nature should be reported by the victim to local law enforcement.

NOTIFICATION/TRAINING
Copies of this policy shall be included in the District Staff Handbook and are available to all schools and departments of the Lincoln Parish School Board and placed on each school's and School Board's website. Training sessions on this policy and the prevention of sexual harassment shall be held on an annual basis. Training sessions for new non-teaching employees shall be conducted annually. Supervisors and other persons designated to accept or investigate complaints of sexual harassment in the workplace shall receive additional education and training.

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

EXAMPLES OF SEXUAL HARASSMENT
VERBAL:
- Referring to an adult as girl, hunk, baby or honey
- Whistling at someone, making cat calls or kissing sounds
- Turning work discussions to sexual topics
- Making sexual comments about a person's body
- Making sexual innuendos
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences or history
- Asking questions about a person's social or sexual life
- Repeatedly asking out a person who is not interested
- Telling lies or spreading rumors about a person's sex life
- Asking for sexual favors
- Name calling of a sexual nature (hey baby, etc.)

NON-VERBAL:
- Looking a person up and down (elevator eyes)
- Staring at someone
- Blocking a person's path
- Standing too close
- Preventing someone from leaving an area
- Giving personal gifts
- Having sexually suggestive materials (posters, calendars, etc.)
- Making facial expressions, winking, throwing kisses, licking lips
- Making sexual gestures with hands or through body movements

PHYSICAL:
- Touching a person's clothing, hair or body
- Constantly hanging around a person
- Hugging, patting, kissing, or stroking
- Touching or rubbing oneself sexually around another person
- Standing close or brushing up against another person
- Spiking (pulling down someone's pants)
- Giving "wedgies" or "snuggies"
These actions in and of themselves are not always considered sexual harassment. If these actions are unwelcome, AS DETERMINED BY THE RECIPIENT, that's the key test as to whether a given behavior constitutes sexual harassment!

Any complaint about harassment shall be immediately reported to the Title IX Coordinator. The Title IX Coordinator for the Lincoln Parish School Board is:

Lisa Bastion  
Assistant Superintendent  
Lincoln Parish School Board Office  
410 S. Farmerville St.  
Ruston, LA 71270  
(318) 255-1430

Complaints will be handled as provided in LPSB Policy. The principal or direct supervisor is responsible for investigating the complaint. The right to confidentiality, both of the complaining employee and of the accused employee, will be respected. The principal may request assistance from the appropriate Central Office staff in investigating a harassment complaint. If the act or acts involve possible criminal conduct, the appropriate police authorities will be notified. When violations of the Lincoln Parish School Board Sexual Harassment policy have been validated, appropriate disciplinary action such as reprimand, suspension, or termination proceedings shall be taken.

FILE: GBR

STAFF RIGHTS AND RESPONSIBILITIES

Personnel of the Lincoln Parish School System shall receive these rights, and respect these responsibilities of employment:

1. The best working conditions that sound management can supply.
2. The supply of needed materials and equipment that sound management can justify both as to use and the district's ability to supply.
3. Respectful consideration for all suggestions for the improvement of working conditions and general organization.
4. Encouragement to develop personally by participation in community activities and recreation which does not conflict with school duties.
5. Unstinted support of the employee's position as long as it is in accord with the stated policies, is professionally sound and is morally right.
6. Discontinuance of employment if incompetent or unwilling to perform service of professional quality.
7. The right of due process in all proceedings and in accordance with state law.

Approved: July, 1976
SUBSTITUTE PERSONNEL

SUBSTITUTE TEACHERS
The Lincoln 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 long periods of time. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

Compensation paid to substitute teachers shall be based upon the degree status of the substitute in accordance with a pay schedule as set by the School Board.

Any school employee whose job does not require a teaching certificate who performs work as a substitute teacher for more than a single class period shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher prior to the employee’s participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes.

SUBSTITUTES FOR SUPPORT PERSONNEL
The 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 School 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. Substitute personnel shall complete all trainings required under state law and by the Lincoln Parish School Board.

BUS OPERATORS
The Transportation Supervisor shall maintain a qualified substitute bus operator list and make every effort to solicit qualified substitute bus operators, who are not currently employed in full-time or part-time positions with the School Board, to fill absences and permanent positions as needed. Solicitation efforts should include public advertisements in newspapers, social media, the internet, through personal outreach, flyers, etc. Certification classes shall be held as often as needed to qualify bus operators. The substitute bus operator list shall be updated as changes occur. Substitute bus operators who remain on the list shall maintain their qualifications to drive a bus and attend all bus operator in-services which are required by the Lincoln Parish School Board.

A retired bus operator may be re-employed as a substitute bus operator only if such re-employment is permitted and made in accordance with state laws governing the re-employment of retired bus operators.
A substitute bus operator may only be used as a temporary resource until a permanent operator can be appointed to a vacant route. A substitute operator may not drive a vacant route for a period that exceeds the end of the school year during which the operator began driving the vacant route. A substitute bus operator may be hired in a permanent bus operator position in accordance with School Board policy GBD, Employment of School Personnel, for bus operators.

A substitute bus operator shall be paid a daily rate as approved by the School Board, but in no case less than sixty-five percent (65%) of the daily rate of pay being paid the regular bus operator, 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.

Regular Employees Serving as School Bus Operators
A regular full time or part-time employee of the School Board shall not be dually employed in a full-time bus operator position. Employment of a regular employee in two (2) full-time positions is prohibited.

A regular full-time or part-time employee may be employed as a substitute bus operator only in an emergency, when a shortage of qualified substitute bus operators exists. The emergency due to shortage of substitutes shall be determined by the Transportation Supervisor and hiring made in accordance with the terms of this section of this policy.

A regular hourly or part-time support employee working in a non-exempt position under the Fair Labor Standards Act (FLSA) shall not be employed as a full-time bus operator, but may be employed as a substitute bus operator as long as all hours worked in all jobs performed by the support employee do not exceed a total of forty (40) hours in a work week.

A regular full-time or part-time employee shall receive appropriate compensation for serving as a substitute bus operator. All work as a substitute bus operator shall require the appropriate contribution to either a state retirement plan covering bus operators, Federal Insurance Contributions Act (FICA) or a School Board-approved FICA substitute plan.

Notification of regular employees to arrange service as a substitute bus operators shall only occur at the request of the Transportation Supervisor after all available regular substitute bus operators have been contacted. All efforts to use regular employees to fill substitute bus operator positions shall be kept to an absolute minimum. A regular employee shall be relieved from substitute bus operator duties as soon as a regular substitute bus operator becomes available.

Eligibility requirements for regular employees to serve as substitute bus operators shall be as follows:

1. Full-time twelve-month employees shall not be eligible to serve as a substitute bus operator with pay.

2. The employee shall possess and maintain a valid Commercial Driver’s License (CDL.)

3. The Transportation Supervisor must obtain prior approval from the regular employee’s immediate supervisor to release the employee from normal work duties, but only when all of the following conditions are met:

   A. The released work time is a period of time in which the employee is not teaching or supervising students in a classroom or other setting required under the employee’s normal position.

   B. A substitute, either paid or unpaid, shall not be required in order to release the regular employee for his/her normal work duties.
C. The regular employee’s normal work performance is not impaired by the released work time to work as a substitute bus operator.

D. An additional position is not created at the regular employee’s assigned work location, as a result of the regular employee being unavailable to perform his/her normal assigned duties due to ongoing work performed as a substitute bus operator.

E. The total of all hours worked in a work week by a non-exempt employee in a regular support position shall not exceed forty (40) hours, including the time to be worked as a substitute bus operator. Time records shall be maintained and verified by the Transportation Supervisor accordingly.

In addition, the following regulations shall apply for regular employees serving as substitute bus operators:

1. The employee (certified and support) shall maintain a current time sheet for any week that he/she performs work as a substitute bus operator indicating the time when bus driving begins and ends each day. Payment for overlapping paid work time that exceeds one hour each day shall be prohibited.

2. No full-time regular employee shall drive an activity bus or field trip bus and receive compensation.

3. As a CDL holder, the employee shall follow all guidelines and requirements as regular and substitute bus operators.

4. A Lincoln Parish School Board employee may not be employed as a substitute bus operator on any day they are not actively at work in their regular position.

Revised: January 2020

NOTIFICATIONS TO LPSB EMPLOYEES

PERSONAL PROPERTY
The Lincoln Parish School Board will not be responsible for any personal property brought on to any school premises. This will include any personal property destroyed, damaged, or lost in the instance of a fire, natural disaster or other circumstances.

PRIVACY
Employees of the Lincoln Parish School Board should not have expectations of privacy with respect to the use of publicly-owned equipment (i.e. computers owned or purchased by LPSB). Audits of computer use will be conducted on a random and frequent basis. (see ACCEPTABLE USE POLICY FOR SCHOOL COMPUTER SYSTEMS)

EMPLOYEE CELL PHONE GUIDELINES
Employees of the Lincoln Parish School board should not use cell phones during work hours except in case of an EMERGENCY. Teachers and other instructional staff who take cell phones in their classroom should turn the phone to SILENT or VIBRATE when students are present. Cell phones, including text messaging, should not be used during instructional time, when students are present, or when the employee is on duty. Principals will be expected to enforce these guidelines. Employees found to be in violation of these guidelines will be subject to disciplinary action as deemed necessary by the administration.

DIRECT DEPOSIT and PAY STUBS
All payroll remittances are made through direct deposit. Direct deposit rejections returned to the Lincoln Parish School Board currently cost **$5.00**. Rejections caused by incorrect information, closed accounts, or any other reason which is the fault of the employee, will be charged to the employee at the cost charged to the school board. Any changes to an employee’s bank account MUST be made by the 1st of the month before payroll on the 26th. Failure to do so could result in the delay of pay.

Pay stubs are issued to employees via their lincolnschools.org e-mail account. If an employee does not wish to have their current pay stub e-mailed, the employee must notify the payroll department in writing; the pay stub can be picked up at the Central Office between the hours of **7:30 a.m. and 9:30 a.m. or between 2:30 p.m. and 3:30 p.m. Monday through Thursday only**. Copies of previous months’ pay stubs will be provided at a cost of **$3.00** per pay stub and may be picked up during the hours referenced above.

**HIPAA DISCLOSURE**
Employees of the Lincoln Parish School Board that qualify for health insurance are given a copy of the Health Insurance Portability Accountability Act (HIPAA) of 1996. This disclosure is provided to all new employees at the time they register for insurance in the Lincoln Parish School board Business Office. Any employee may, at any time, view or receive an additional copy of this disclosure from the business manager at the Lincoln Parish School Board Office.

**INSURANCE RESPONSIBILITY**
Employees that qualify for health insurance with LPSB are responsible for obtaining verification that a provider is in-network. The member has a much higher **UNLIMITED** out of pocket cost for out-of-network claims. It is recommended that employees obtain written confirmation from the provider before services are performed in order to prevent any confusion when a claim is processed. The employee is responsible for ensuring that their claims have been filed promptly and accurately by the provider. Claims that are not filed timely (within 180 days) will be denied. The health insurance plan document is available on the LPSB web site. Claims are paid based on the plan document. Employees are responsible for adding or deleting dependents to the plan. The LPSB will not refund premiums paid on dependents that were not removed from coverage after they were no longer eligible. Insurance benefits are offered for board-hired employees only. Insured employees and spouses shall have an annual wellness visit prior to June 30 each year. Those who do not meet the guidelines for an annual wellness visit will pay an extra expense for premiums for one year.

**403 (b) NOTICE**
Employees of the Lincoln Parish School Board are hereby notified that they have the opportunity and right to participate in and to make salary deferrals to any 403(b) plan(s) offered through payroll deduction.

**Student Personal Identifiable Information**
Employees of the Lincoln Parish School Board are expected to follow all guidelines as outlined in Louisiana ACT 837 regarding confidentiality of students’ personally identifiable information (i.e. full name, date of birth, social security number, and transcript data.)

**Current Contact Information**
Employees of the Lincoln Parish School Board are responsible for keeping their contact information (address, phone numbers, bank account information, etc.) current at all times. Contact information changes must be submitted in writing and be mailed or submitted in person to the front desk receptionist at the Lincoln Parish School Board Office. The Lincoln Parish School Board will not be held responsible for correspondence sent to outdated bank accounts or addresses.

**Employee Use of Social Media**
Employees of Lincoln Parish School Board are responsible for following policy established to provide guidance in the personal use of social media, professionalism in using social media, not creating negative comments toward other LPSB employees, schools, or district.

LINCOLN PARISH SCHOOL BOARD

NOTICE OF EMPLOYEE GUIDELINES

The information contained in the Summary of Employee Leave Policies and Frequently Asked Questions is being provided to inform you of the types of leave available to you and the Board’s policies and procedures for administering the following leave:

- Sick Leave
- Personal Leave
- Family Medical Leave
- Other Leave (jury duty, etc.)
- Extended Sick Leave
- Personal business Leave (teachers and bus drivers only)
- Annual Leave (full time 12-month employees only)
- Sick Leave Bank

Information regarding Lincoln Parish School Board leave policies has been presented to me. I have read the Summary of Employee Leave Policies. I am aware of the specific leave available to me in my position and the uses for such leave. Also, I am informed of the procedures I need to follow in order to apply/use each type of leave. I have also reviewed the accompanying Frequently Asked Questions regarding employee leave.

It is my responsibility alone to keep track of my current leave balances and to know what leave is available to me at the time I plan to take leave. It is also my responsibility to verify that my leave sheet is properly completed indicating the type leave I intend to take prior to submitting it for approval. I understand that once my leave sheet has been approved and submitted I cannot make any changes to it, unless I actually did not take leave on the dates reported. If I submit a leave sheet requesting leave I do not have available to me, I realize I will be on leave without pay and docked at 100% of my daily rate of pay (total gross salary divided by number of contract days).

I am aware of the application and approval process required to be made in advance for use of Extended Sick Leave. If I am a teacher or bus driver, I understand that my request must be made and approved prior to taking Personal Business Leave. In emergency situations, I will only have three days from the time I return to work to turn in my application and doctor’s statements. I know it is my responsibility to make sure the proper applications are completed, accurate documentation is provided, and requests are made timely, as may be required for each leave category as described in the Summary of Employee Leave Policies I understand that failure to follow the leave policies, will result in me being non-employed (or on leave without pay) for each day of leave I take and my pay will be docked at 100%.

I understand that in the case of my own personal illness that results in an absence of six (6) or more consecutive days, regardless of the type leave I plan to take, I am required to present a certificate or doctor’s excuse to my employer certifying such illness on a timely basis and as often as requested by my employer if my absence continues.
I understand that I have a duty as an employee to timely give an advance notice to my employer of any leave I plan to take and immediately when I take leave in emergency situations. I will further provide any necessary documentation required by board policy, law, and requested by my employer to substantiate my leave.

*Each employee will be asked to sign one verification form indicating receipt and acknowledgement of this LEAVE information as well as other district policies each school year.*
SUPPLEMENT TO SUMMARY OF EMPLOYEE LEAVE GUIDELINES
Definitions and Frequently Asked Questions

Definitions:

SICK LEAVE  (Ref: LPSB Policy GBRI)
 State law requires that 10 sick days (or prorated amount based on the number of days worked in a school year) are to be allocated each school year to all School Board employees. These days can be used for personal illness or illness of an immediate family member (child, spouse, parent) only. Unused days will carry over and accumulate year after year. The employee receives full pay when available sick leave days are used.

PERSONAL LEAVE  (Ref: LPSB Policy GBRIA)
 Two (2) of the ten (10) days of sick leave provided each year can be used for personal reasons each year for School Board employees (other than 12-month employees). These days are available only to the extent there is a balance of sick leave days and are deducted from the employee’s available sick leave balance as they are taken. The employee receives full pay when available personal leave days are used. The employee is required to give a 24-hour notice to the school principal or direct supervisor of their intent to take personal leave. If proper notice is not given, or if the employee uses more than the allotted 2 days of personal leave, the employee will be considered on leave without pay (100% dockage of pay.) Unused personal leave days do not accumulate or carry over to the next year and cannot be transferred to another employee.

PERSONAL BUSINESS LEAVE
 The Lincoln Parish School Board provides 3 additional days of leave that can be used for personal reasons each year by teachers and bus drivers ONLY. The employee’s pay is reduced by the rate of a substitute’s daily pay even if a sub is not hired. In order to use personal business leave, the employee must make a request to their principal or direct supervisor and receive prior approval to use such leave. Granting of personal business leave is solely at the discretion of the principal or direct supervisor. If prior approval is not obtained, or if the employee uses more than the allotted 3 days of personal business leave, the employee will be docked at 100% and considered on leave without pay. Personal business leave can NOT be granted after the leave has already been taken. Any unused personal business leave days at the end of the school year do not accumulate or carry forward to the next school year and cannot be transferred to another employee.

EXTENDED SICK LEAVE (XSL)  (Ref: LPSB Policy GBRI)
 State law and the Lincoln Parish School Board provide 90 days of leave available to all full time school board employees within a designated six-year period for personal or immediate family (spouse, parent, or child) illnesses considered a medical necessity –defined as a catastrophic illness or injury, a life-threatening condition, a chronic condition, or an incapacitating condition as certified by a physician. Any balance remaining at the end of the six year period does not carry over to the next six-year period. The employee must file an application and a physician’s statement each time extended sick leave is used in order for this leave to be considered. The employee receives 65% of pay when available extended sick leave is used.

MATERNITY LEAVE  (Ref: LPSB Policy GBRIC)
 Accumulated sick leave and extended sick leave is available for use as maternity leave. These sick leave benefits apply when deemed medically necessary by a physician. Sick leave for maternity purposes is limited to six calendar weeks (for vaginal or Caesarian delivery) - whether school is in session or not. Additional sick leave for maternity purposes may be granted if recommended as medically necessary by the employee’s physician, subject to approval by the Lincoln Parish School Board Review Committee. Employees who wish to take leave for maternity purposes longer than the time outlined above may apply for leave without pay for periods of time up to one year. For each day of leave without pay used, 100% of the employee’s wages (daily rate of pay = total gross salary divided by the number of contract days) will be docked from regular pay and no retirement service credit will be given. Retirement contributions are not withheld and wages are not reported to the retirement system on the 100% of wages docked while on leave without pay; therefore, no retirement service credit is earned during leave without pay. It is the responsibility of the employee to pay 100% of insurance benefit costs (employee and employer portions) during the leave without pay period. Failure to pay insurance benefit costs will result in cancellation of benefits.

FAMILY MEDICAL LEAVE (FML)  (Ref: LPSB Policy GBRI)
 The Family and Medical Leave Act of 1993 provides all eligible employees with up to 12 workweeks of unpaid leave in a one-year period for family and medical reasons with no loss in benefits when the employee returns to work at the end of their FML. Unused leave does not carry over to the next one-year period. FML may be designated to be used concurrently with other paid leaves by the employee or the employer. For each day of unpaid FML used, 100% of the employee’s wages (daily rate of pay = total gross salary divided by the number of contract days) will be docked from regular pay and no retirement service credit will be given. Retirement contributions are not withheld and wages are not reported to the retirement system on the 100% of wages docked while on unpaid FML; therefore, no retirement service credit is earned during FML. It is the responsibility of the employee to pay 100% of insurance benefit costs (employee and employer portions) during the FML period. Failure to pay insurance benefit costs will result in cancellation of benefits. Employees qualifying for FML shall have been employed in the district for the previous twelve (12) months prior to the date of the leave to be taken and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the date of the leave to be taken. For purposes of this policy, the 12-month period in which the employee may take
FMLA leave begins and is measured forward from the first date the employee is takes FMLA leave. Such unpaid leave may only be taken for the following reasons:

1. The birth of the employee’s child and subsequent care
2. The placement of a child with the employee for adoption or foster care
3. The need to care for the spouse, child, or parent of the employee who has a serious health condition; or
4. A serious health condition of the employee which renders the employee unable to work.

Leave may be taken for birth or placement of a child only within twelve (12) months of the birth or placement. Generally, the time taken for FML shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill immediate family member or the employee’s own illness when medically necessary.

An employee shall be required to request FML by providing the Superintendent or his designee at least thirty (30) days written notice prior to any leave being taken for the birth or adoption of a child, or for any planned or foreseeable medical treatment. For emergency treatment, or circumstances where thirty (30) days’ notice cannot be provided, the employee shall notify the Superintendent or his designee of the leave to be taken as soon as possible. Medical certification may be required at the time leave is requested.

Family Medical Leave is unpaid leave, but the employee shall be permitted to substitute any accumulated sick leave and/or annual leave for any family and medical leave time requested. The Superintendent may also require an employee to first use any accumulated sick, personal and/or annual leave time for any part of the twelve (12) week period. If paid leave is used, the employee will be approved for only enough unpaid family and medical leave time to total the allowed 12-week period.

Any employee taking family and medical leave shall have the right to return to their previous position or an equivalent position with no loss in benefits at the end of 12-week period of leave. An employee returning to service at the end of their leave period for personal medical reasons shall be required to present a letter from their doctor certifying that the employee is able to return to work.

**ANNUAL LEAVE (Ref: LPSB Policy GBRK)**

Lincoln Parish School Board provides 12-month full-time employees an additional 10 days of leave per year if the employee has less than 10 years of service, or 15 days of leave per year when the employee starts their 11th year of service as a 12-month employee. The number of days allotted will be prorated based on the number of days the employee has worked during the year. Annual leave can be used for personal business, vacations, illness in the family, and attending funerals of other than immediate family. Unused days will carry over and accumulate year after year up to a maximum of 25 days if an employee was hired into a 12-month position on January 1, 2002 or thereafter. Employees hired prior to January 1, 2002 have no limitation on the accumulation of their annual leave. The employee receives full pay when available annual leave days are used. A 12-month employee may not exceed the use of 25 annual leave days in a fiscal year without the Superintendent’s approval. Additional annual leave days may only be used as sick leave in cases of illness as verified by two physicians. No annual leave in excess of ten days will be granted while school is actually in session, except when annual leave is used in lieu of sick leave. Upon an employee’s retirement or entering DROP, termination, or death prior to retirement, the employee or their estate shall be paid for all accumulated, unused leave as severance pay. Such payment shall be made at the employee’s current daily rate of pay at the time of the eligible event. Accumulated annual leave cannot be transferred to another employee or to the retirement system to be used for additional service credit. Employees exceeding available annual leave balances shall have their pay automatically reduced at 100-percent of pay for each day in excess of the annual leave balance and will be considered on leave without pay or non-employment. Annual leave shall be taken at a time approved by the employee’s supervisor.

**LEAVE WITHOUT PAY (Ref: LPSB Policy GBRIA)**

This applies when an employee takes leave in any one of the above categories and there is no balance of requested leave available. EACH DAY under this leave is considered a day of non-employment. The employee will receive no pay for this leave. An employee will lose 100% of their daily rate of pay (gross pay divided by number of contract days) for each day on leave without pay. The employee will not receive retirement service credit for each day on leave without pay. Retirement contributions are not withheld and wages are not reported to the retirement system from the 100% of wages docked while on this leave. The employee will be responsible for 100% of insurance benefit costs (employee and employer portions) during the time of leave without pay as well. Failure to pay the insurance costs will result in benefits being cancelled.

**JURY DUTY (Ref: LPSB Policy GBRIH)**

The Board shall grant a leave of absence to any regularly employed person of the school system who has been called or subpoenaed to serve jury duty. Such leave shall be granted for the period of time required to serve such jury duty without loss of sick, emergency, or personal leave or any other benefit. Jury duty shall not be deemed to interrupt service accumulated toward sabbatical leave. Anyone serving jury duty shall receive their regular salary less any compensation received as a juror. The employee shall be responsible for submitting verification of a call or subpoena for jury duty and reporting any compensation received as a juror to the superintendent or his designee to be eligible to receive leave for jury duty. Any employee abusing said leave shall be subject to disciplinary action.
FAQ

Sick Leave:
Q: I did not know I was out of sick leave when I took a day of leave to go to the doctor last month. I was docked 100% of pay for that day on my paycheck. If I get a doctor’s excuse, can I have that pay refunded to me?

A: No. If you go over your balance of regular sick leave you will be docked at 100% of pay. It is your responsibility to know your current balance of leave which is reported on your pay stub each month.

Q: I am about to retire, and I want to get paid my 25 days of sick leave for severance pay. But I only have 10 accumulated sick leave days left. Do I still get payment for 25 days no matter what?

A: No. You can only be paid sick leave severance for the balance of your accumulated sick leave up to 25 days. If you only have 10 days available, then you only get paid for 10 days.

Q: I was off work for two weeks straight during last pay period because I was sick with the flu. I turned in my leave sheet showing those 10 days as sick leave. I have more than 10 sick leave days available to me, but my paycheck shows that I was docked 100% of pay for four days. Why?

A: You were off 6 or more consecutive days of work. As a result, you are required to turn in a doctor’s excuse covering your entire length of absence. Since you did not turn in a doctor’s excuse timely, you were on leave without pay for each day you were absent and docked 100% of pay.

Personal Leave
Q: I am a teacher, and I did not realize I had already taken my 2 regular personal leave days at the time I took leave for personal reasons and was docked 100% for the day I was absent. Can I go back and make the proper request and get approval for that day to be a Personal Business Leave day in order to have my pay refunded to me?

A: No. It is your responsibility to keep up with the leave days you use each school year and how much leave is available to you before you take leave. Personal business leave is only available to teachers and bus drivers and must be requested and approved in advance.

Q: What if I had no more sick leave days available to me, so I marked my date of absence as a regular Personal Leave day on my leave sheet. But, when I got my paycheck I was docked 100% of my pay for the day I was out. Why?

A: The 2 regular personal leave days are available to you only to the extent that you have a balance of sick leave days to use. If you have no sick leave days, then you have no regular Personal Leave days available. Therefore you were charged leave without pay.

Personal Business Leave (Teachers & Bus Drivers Only)
Q: To whom does the Lincoln Parish School Board’s Personal Business Leave policy apply?

A: It only applies to Lincoln Parish School Board teachers and school bus drivers. It does not apply to bus attendants, maintenance workers, custodians, cafeteria workers, aides and paraprofessionals, clerical personnel, non-certified administrative personnel, or 12-month employees.

Q: How many days of Personal Business Leave are available to me?

A: Three days each school year. BUT, the 3 days do not become available to you until you make a written request to use Personal Business Leave and it is approved by your supervisor prior to taking the leave. These 3 days are in addition to the 2 days of Personal Leave that are already available to employees through sick leave.
Q: Suppose I don’t use all three days of **Personal Business Leave** during the year. Do they carry over?

A: No. If they are not used during the school year, they expire. The three days will become available to you again the next school year.

Q: How is **Personal Business Leave** allowed to be used?

A: It is really left up to the discretion of the employee. Some examples are: employee or family illness, funerals, school functions for employee children, weddings, family reunions, conducting personal financial business. Keep in mind that these events should generally be one’s which you have no control in scheduling. Approval is at the discretion of your supervisor.

Q: Can I use **Personal Business Leave** to take a family vacation during the school year?

A: The Board’s intent for granting three additional **Personal Business Leave** days is to accommodate an employee who has personal business that can only be dealt with during the school year and during work hours. Vacations are strongly recommended to be scheduled during school breaks and in the summer.

Q: How do I request to use **Personal Business Leave**?

A: A request must be made to your principal or supervisor to use **Personal Business Leave**. Then, it is at your principal’s or supervisor’s discretion to approve **Personal Business Leave**. The principal or supervisor may request additional information to support your request. Authorization must be given prior to taking Personal Business Leave. Your intent to take **Personal Business Leave** must be clearly indicated on the leave sheet that you turn in.

Q: How much do I get paid when I am on **Personal Business Leave**?

A: You will be paid your regular daily rate of pay less the cost of a substitute’s daily rate of pay regardless of whether a substitute is hired or not.

Q: May I make a written request to take **Personal Business Leave** after I have already taken the leave?

A: No. Board policy states that the request must be made prior to taking leave. It is your responsibility to make the proper request and obtain approval before taking leave. If your request was not submitted, approved, and turned in with your leave sheet, your pay will be docked at 100% of pay.

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**Extended Sick Leave (XSL):**

Q: Who is eligible for **Extended Sick Leave** benefits?

A: It applies to all full-time Lincoln Parish School Board employees.

Q: Suppose I am not the one who is sick, but my child is. Can I use this **Extended Sick Leave** then?

A: Yes. The law and board policy provides that XSL may be used in case of a **catastrophic illness** for the employee immediate family. The law defines immediate family to include a spouse, parent, or child of the employee.

Q: May I use **Extended Sick Leave** for personal reasons or emergency leave?

A: No. The law and board policy specifically states that it is to be used for a **medical necessity only**.

Q: How many days of **Extended Sick Leave** can I use?

A: The law provides that a maximum of ninety (90) days can be used within a defined period of six (6) years for each employee.

Q: When does this six-year period begin?

A: It began on August 15, 1999 for all certificated staff and bus drivers working for a school district in the state of
Louisiana on that date or on the effective date of hire for a new teacher or bus driver, whichever is later. For all other school employees, it began on July 1, 2003 for those school employees employed on that date or on the effective date of hire for a new school employee, whichever is later. The leave renews every six years and does not accumulate.

Q: How much do I get paid when I am on Extended Sick Leave?

A: You will be paid at a rate of 65% of your daily rate of pay for each day you are on XSL. In other words, you will be docked at 35% of your daily rate of pay (gross pay divided by number of contract days) for each day you are on XSL.

Q: When do I become eligible to use Extended Sick Leave (XSL)?

A: First, you must have exhausted all accumulated and current regular sick leave. Then, prior to the start of leave, you must submit all of the following:

1. Extended Sick Leave Application form, and
2. Physician’s statement form certifying the leave for the period requested is medically necessary due to a catastrophic illness or injury, a life-threatening condition, a chronic condition, or incapacitating condition. This is not a normal doctor’s excuse. The board has a special form the physician must complete in order to certify the medical necessity of the leave and that the employee is unable to work.

The application for XSL and physician’s statement form are available at the school board office. The Superintendent has the right, by law, to question the medical necessity of the requested leave.

Q: What if I have exhausted all of my regular sick leave, and I wake up in the morning sick and unable to go to work for the next two days. I did not previously submit an application for Extended Sick Leave due to the sudden nature of my illness. Can I still be eligible for Extended Sick Leave?

A: No. Extended sick leave can only be used for a medical necessity resulting in a catastrophic illness or injury, a life-threatening condition, a chronic condition, or incapacitating condition as certified by a physician.

Q: What if I am out due to an emergency or unexpected illness for an extended period of time and I run out of sick leave? Are there any time requirements that I must follow in order to still be eligible for Extended Sick Leave?

A: YES. If you are on continuous leave due to an unexpected or emergency-type illness and have not returned to work by the sixth day of leave, you are still required to turn in an application covering the period of leave already taken and for any future period of leave medically necessary along with the physician’s statement. Until you submit the proper application and physician’s statement in order to grant your XSL, your leave will be treated as leave without pay and your pay will be docked at 100%.

Q: Do I have to attach a physician’s statement every time I apply for Extended Sick Leave?

A: Yes. Law requires a physician’s statement verifying illness for every occasion. The physician’s statement must clearly state the days you are unable to work. XSL will not be granted under any circumstance if a physician’s statement is not provided.

Q: May I turn the application in when I return to work, and get the physician’s statement a week later and turn it in then?

A: No. The physician’s statement and XSL application must both be submitted prior to the start of leave or immediately upon returning to work within three (3) days in case of an emergency.

Q: Can I later go get and turn in the physician’s statement after my pay has been docked in order to get my pay refunded to me?
A: No. It is your responsibility to turn in all necessary forms and physician’s statements timely and verify that all information is accurate.

Q: What if I did not realize I was out of regular Sick Leave at the time I took leave and was docked 100% for the day I was absent? Can I go back and get a physician’s statement and have the money refunded to me?

A: No. It is your responsibility to turn in all necessary forms and physician’s statements timely and verify that all information is accurate.

Q: Suppose I don’t use all of my Extended Sick Leave during this six-year period, does it carry over?

A: No. If it is not used it expires. At the end of your six-year period, another six-year period begins with a new allocation of 90 days.

Q: Suppose I transfer to another Louisiana public school system. Does the unused Extended Sick Leave also transfer to my new employer?

A: It depends on your employment classification. If you are a teacher or bus driver - YES, it does transfer. However, so does the beginning date of your six-year period. For example, if you use 40 days within the first four years here, and transfer to Caddo Parish Schools, you would have a balance of 50 days (i.e., 90-40) carried over and two years remaining in your six-year period to use them. Unused XSL for all other employee groups are non-transferable to other school districts.

Q: Suppose I decide I want to take a few years off, and then return to service in this parish. What happens to any unused Extended Sick Leave that I had when I quit?

A: Any unused XSL remaining when you left employment as long as you are not employed by another Louisiana public school system will be held in suspense and your six year period will be stopped until you return to work with the LPSB or another Louisiana public school system. Should you come back to public school employment at any time thereafter, you would pick up right where you left off. If you had, for example, 30 days and three years left when you quit, you would still have 30 days and three years left to use them whenever you return to service with this parish or any other public school system in Louisiana.

Q: Can I be employed elsewhere while I am out on Extended Sick Leave?

A: The law provides that you may be employed in another job while on XSL if all of the following conditions are met:

1. The employment is not more than twenty (20) hours per week,
2. You have been employed in this job for at least 120 days prior to when your XSL begins, and
3. The physician who provides the statement verifies that such employment would not impair the purpose for which the XSL is required.

Q: What happens if I work while on Extended Sick Leave and I have not met all of the conditions above?

A: You would be required to refund all costs associated with your leave, including wages paid to you and wages paid for your replacement for the days you held other employment, without reinstatement of any XSL days used.

Q: How does this Extended Sick Leave work with regard to retirement?

A: A person on XSL who is being docked 35% of daily pay will pay retirement on 100% (TRSL) or 65% (LSERS) of the daily rate of pay they would normally have earned if they were not on leave. Employees who contribute to TRSL will get credit for a full day of retirement service credit for each day of XSL; those contributing to LSERS will only receive credit for the 65%.

However, if you do not complete the form or fail to submit the physician’s statement, and are docked 100% of your daily pay, you will not have any compensation on which to pay retirement and will not get credit for that day of service for retirement purposes. You will be on leave without pay.

Q: Does Extended Sick Leave replace the regular allotment of sick leave days we used to get each year?
A: No. In addition to the XSL, you will still receive the allocation of regular Sick Leave days at the start of each school year.

Q: Does this mean I am now required to have a physician’s statement each time I use regular sick Leave too?

A: If you are using regular sick leave, you are only required to turn in a doctor’s excuse when you have been on leave for six or more consecutive days, unless your direct supervisor requests an excuse sooner. This excuse must be turned in when you return to work or you will be placed on leave without pay and docked at 100% of daily pay for each day you are on leave.

Family Medical Leave (FML):

Q: What is FML?

A: It is 12 workweeks of unpaid leave or leave without pay provided to employees during each 12-month period to be used for specific family and medical reasons. Our 12-month period begins on the first date you receive FMLA.

Q: Under what conditions can I use FML?

A: FML can only be used for the birth of the employee’s child and subsequent care; for the placement of a child with the employee for adoption or foster care; to care for a spouse, child or parent of the employee who has a serious health condition; or when the serious health condition of the employee renders the employee unable to work.

Q: How do I know if I qualify for FML?

A: To be eligible for FMLA benefits, an employee shall have been employed by the School Board for at least twelve (12) months and have worked at least 1250 hours during the 12 month period immediately preceding the date of the leave to be taken.

Q: Does FML guarantee paid time off?

A: No. FML is generally unpaid leave. However, the use of accrued paid leave such as Annual or Sick Leave may be substituted for the unpaid leave required by the law and the Board may also designate paid leave to be used for FML even when the employee does not request use of such leave.

Q: Who is considered family members for purposes of taking FML?

A: In accordance with the law, an employee’s spouse, child, and parents are immediate family members for purposes of FML. The term “parent” does not include a “parent in-law”.

Q: Does FML have to be taken in whole days or whole weeks, or in one continuous block of time?

A: Generally, FML shall be taken on a continuous basis. But, leave for a serious health condition may be taken intermittently when “medically necessary.”

Q: If a husband and wife both work for the school board, can both take 12 weeks of FML within the same one-year period?

A: No. In accordance with law, they are limited to a combined total of 12 weeks of FML in a 12-month period.

Q: How do I request to use FML?

A: You must submit a request in writing to your employer stating the reason and purpose for the leave at least 30 days prior to the start of the leave when the need for leave is “foreseeable”. When such an advance notice is not possible or cannot be foreseen, you must give your employer notice as soon as possible. Also, your employer may designate any other leave you take as FML without a formal request being made by you. You may also be required to submit medical certification from the health care provider who is treating you or your immediate family member, if requested by your employer.

Q: Can I be off work for FML longer than the 12-week period provided by law and still receive
benefits of employment?

A: No. If you are off work for a period longer than 12-weeks and you have no other leave benefits available to you through state law or board policy, you will no longer receive benefits of employment. Further, the law provides that your employer does not have to return you to the same job at the same rate of pay you were receiving prior to FML if you do not return to work after your 12-week period is up.

**Donation of Sick Leave**

Q: Can I donate some sick leave days to a fellow employee who is running low on days?

A: An employee must have used all of their regular and extended sick leave days before they are eligible for a donation. The DONATION OF SICK LEAVE POLICY explains all of the criteria for those who wish to donate leave and for those that would be recipients.

**HELPFUL HINTS:**

- KEEP TRACK OF YOUR LEAVE BALANCES THROUGHOUT THE YEAR, OR VERIFY WHAT BALANCES ARE AVAILABLE TO YOU PRIOR TO TAKING ANY LEAVE IF YOU ARE UNSURE.
- REVIEW THE LEAVE YOU ARE REQUESTING ON YOUR LEAVE REQUEST FORM AND MAKE SURE IT IS THE LEAVE YOU ARE INTENDING TO TAKE. IF YOU ARE UNSURE, PLEASE DISCUSS WITH YOUR SUPERVISOR OR APPROPRIATE CENTRAL OFFICE STAFF PRIOR TO SUBMITTING YOUR LEAVE REQUEST.
Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher’s employment.

2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.

3. A teacher has the right to remove any persistently disruptive student from his classroom when the student’s behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).

1. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).

2. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.

3. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

4. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

5. A teacher has the right to be free from excessively burdensome disciplinary paperwork.

6. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

*No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public school board policy enacted or adopted relative to the discipline of students.*
EMPLOYEE REQUEST FORM TO CONTACT STUDENTS THROUGH THE
USE OF TELECOMMUNICATION AND/OR WIRELESS INTERNET

Form A
(not required for EdLine use)

Employee name:___________________________________ School:_______________________

Reason for request:_________________________________________________________________

___________________________________________________________________

____________________________________________________________________

**A list of students to be contacted must be attached**

Signature of employee’s supervisor:______________________________________________________

Request is: (  ) Approved (  ) Denied Date:______________________________________________

***This request form is to be filed by the supervisor whether approved or denied***

If approved, the requesting employee will make a copy of the approval for each student to be contacted
and attach it to the Parent Permission Form. After all required signatures have been obtained; the
forms will be turned in to the approving supervisor to be kept on file for documentation.

Terms of agreement:
1. Employee will adhere to Cell Phone and Computer Acceptable Use Policies already in place.
2. All employee-student communications will comply with all Board policies in regard to this issue.
3. Employee will not contact students after 9 p.m. on any day except in the case of a justifiable emergency.
4. Employee-student communications, whether verbal, written, or wireless will be limited to topics that are
   school-related with wording that is widely accepted as wholesome in nature, and would be viewed by
   any reasonable person to be harmless and acceptable in content. Such communications are required to
   be void of: simple fraternization; derogatory sexual or lewd content; and comments that are threatening,
   harassing, discriminatory, or immorally suggestive in nature.
5. The duration of this agreement shall be one calendar year from the date of parental approval and
   requires annual renewal. Exception: in the event of the student being withdrawn from this school for
   any reason, this agreement will immediately be voided.
EMPLOYEE REQUEST FORM TO CONTACT STUDENTS THROUGH THE
USE OF TELECOMMUNICATION AND/OR WIRELESS INTERNET

Form B – Parent Permission

To the Parent:

You are being provided a copy of an approved request by ________________________________
to contact your student through the use of telecommunication and/or wireless internet, attached as “Form A”. He/she and the approving supervisor have agreed that there is a legitimate need for this request. Please read this document carefully, giving specific attention to the section titled “Terms of Agreement”, for a complete understanding of this arrangement being made with your student. Your signature, indicating your approval, is required for this request to be finalized. Should you have any questions in regard to this matter, feel free to contact the approving school supervisor.

Parental approval is granted:  ( ) YES  ( ) NO

___________________________________________  _______________________________________
(print student name)  (student signature)

___________________________________________  _______________________________________
(print parent/guardian name)  (parent/guardian signature)

Date:_____________________________________

If at any time, a parent wishes to rescind approval of this agreement, the parent must contact both the approving supervisor and employee in order to void this agreement. The request to do so will be documented by the Supervisor on the original Form B authorization.
TENURE

TEACHERS
A teacher who has acquired tenure before September 1, 2012 shall retain tenure, subject to the provisions of state law. Effective beginning on July 1, 2012, a teacher shall be rated *highly effective* for five (5) years within a six-year period pursuant to the *Personnel Evaluation Plan* adopted by the School Board in accordance with La. Rev. Stat. Ann. §§17:3881 through 3905, to be granted tenure. The Superintendent shall notify a teacher, in writing, when tenure has been awarded and the teacher shall be deemed to have acquired tenure on the date specified therein.

A tenured teacher who receives a final performance rating of *ineffective* pursuant to the teacher’s annual evaluation shall lose his/her tenure and all rights related thereto immediately upon exhaustion of the grievance procedure set forth in the personnel evaluation plan adopted by the School Board, unless the ineffective performance rating is reversed. Such ineffective rating shall constitute sufficient grounds for disciplinary action pursuant to La. Rev. Stat. Ann. §17:443. If a teacher is found *highly effective* based on the evidence of the growth portion of the evaluation but is found *ineffective* according to the observation portion, within thirty (30) days after such finding, the teacher shall be entitled to a second observation by members of a team of three (3) designees, chosen by the Superintendent, which shall not include the principal.

A teacher who loses tenure shall reacquire tenure if the teacher receives a performance rating of *highly effective* for five (5) years within a six-year period subsequent to receiving an *ineffective* rating.

Teachers Paid with Federal Funds
A teacher paid with federal funds shall not be eligible to acquire tenure, nor shall time spent in employment paid with federal funds be counted toward the time required for acquisition of tenure.

CONTRACT APPOINTEES
Any teacher who has acquired tenure and is promoted to a higher salaried position shall not be eligible to gain tenure in the position to which promoted, but shall retain any tenure acquired as a teacher.

Any person hired under a performance contract shall not be eligible to gain tenure.

BUS OPERATORS
School bus operators hired on or after July 1, 2012 shall not be granted tenure.

SCHOOL EMPLOYEES
No tenure is granted by law or School Board policy to school employees of the Lincoln Parish School Board. *School employee* shall be defined as any employee whose job description does not require the holding of a teaching certificate or who is not employed as a bus driver.

Revised: August, 2016
LINCOLN PARISH TEST SECURITY GUIDELINES

It shall be a violation of test security for any person to do any of the following:

1. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the Lincoln Parish School Board which would give students an unfair advantage or disadvantage.

2. Give examinees access to test questions prior to testing; no one is to have the opportunity to examine any test item at any time except the student during the test or a test administrator who is responsible for providing certain accommodations during the test.

3. Copy, reproduce, or use in any manner inconsistent with test regulations all or part of any secure test booklet or answer document, or other materials containing test questions and/or student responses.

4. Coach examinees in any manner during testing or alter or interfere with examinees’ responses in any manner.

5. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form – written, printed, verbal, or nonverbal.

6. Administer published parallel or current forms of a test as a practice test; such parallel forms of a test must be kept in a predetermined, locked, secure area at the district office.

7. Fail to follow security regulations for distribution and return of secure test booklets and answer documents as well as overages as directed.

8. Fail to account for and secure test materials before, during, or after testing. All secure materials must be kept in locked storage at both the district and school levels. Secure materials must never be left in open areas or unattended.

9. Conduct testing in environments that differ from the usual classroom environment without prior written permission from The Louisiana Department of Education or Division of Student Standards and Assessments.

10. Fail to report any testing irregularities to the District Test Coordinator. (A testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.)

11. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

Any teacher or other school personnel who allows or breaches test security shall be disciplined in accordance with state law, policy, and regulations adopted by the State Board of Elementary and Secondary Education, and any and all laws that may be enacted by the State. Violations of testing security can result in reprimand, suspension, termination, and/or the revocation of a teaching, administrator, or ancillary certificate as defined in Bulletin 746.
TESTING POLICY

The Lincoln Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests, answer documents, student log-in information, and supplementary secure materials shall be stored under lock and key in designated areas when not in use.

Employees shall be responsible for reporting irregularities or improprieties in the administration of standardized tests. Although procedures for reporting irregularities to district personnel are listed below, employees may report such information directly to the Louisiana Department of Education, which shall investigate the allegations. No employee shall make a report of irregularities or improprieties in the administration of standardized tests knowing that the information included is false. No employee shall knowingly obstruct the procedures for receiving and investigating a report of irregularities or improprieties in the administration of standardized tests.

No public school administrator or member of a School Board shall retaliate against an employee who in good faith participates in an investigation of testing administration improprieties or irregularities. Retaliation shall include discharging, demoting, suspending, threatening, harassing, or discriminating of an employee who in good faith reports testing administration improprieties or irregularities.

DEFINITIONS

Access—access to secure test materials means physically handling the materials, but that does not include reading, reviewing, or analyzing test items or student responses, either before, during, or after testing, except where providing approved accommodations.

Secure Materials—test materials that contain test items or student responses and to which access is restricted. Secure test materials include:

1. student test booklets;
2. student answer documents;
3. student log-in information; and
4. any other materials and/or electronic formats that contain test items or student responses.

Testing Irregularity—any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

CELLULAR TELEPHONES

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position while test booklets, answer documents, and electronic devices being actively used for test administration are in the vicinity. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.

If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student’s score shall be voided.
Violation of the no cell phone or electronic device rule may result in discipline in accordance with School Board policy.

VIOLATIONS OF TEST SECURITY
It shall be a violation of test security for any person to do any of the following:

1. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board that would give examinees an unfair advantage or disadvantage;
2. Give examinees access to test questions prior to testing;
3. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Human Read Aloud or Communication Assistance, Transferred Answers, Braille, or Answers Recorded for students determined to be eligible for those accommodations);
4. At any time, copy, reproduce, record, photograph, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item, test booklet, answer document, or supplementary secure materials;
5. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
6. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;
7. Administer published parallel, previously administered, or current forms of any statewide assessment as a practice test or study guide.
8. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, student log-in information, supplementary secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
9. Conduct testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) without prior written permission from the Louisiana Department of Education, Division of Assessments and Accountability except for the purpose of providing accommodations;
10. Fail to report any testing irregularities immediately to the District Test Coordinator, who must report such incidents to the Louisiana Department of Education, Division of Assessments and Accountability;
11. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

TEST SECURITY PLAN
A copy of the School Board's test security policy and procedures for handling emergencies during online testing that are in compliance with the state’s test security policy shall be submitted upon request to the Louisiana Department of Education, Division of Assessments and Accountability.

PROCEDURES FOR TEST SECURITY
Test materials, including all test booklets, answer documents, student log-in information, supplementary secure materials containing secure test questions, videotapes, and completed observation sheets, shall be kept secure and accounted for in accordance with procedures specified in the test administration manuals and other communications provided by the Louisiana Department of Education.

Procedures for the security of test materials shall include:

1. The Superintendent shall designate annually one individual in the district as District Test Coordinator, and, if necessary, one individual as Backup District Test Coordinator, who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individuals so designated shall be provided in writing to the Division of Assessments and Accountability, Louisiana Department of Education. If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE, Division of Assessments and Accountability in writing within fifteen (15) days of the change of appointment.
2. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A
record of such activities shall be maintained by the School Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn in-service all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data.

3. The District Test Coordinator shall provide for and assure the security of all test materials prior to distribution to the schools and upon return of test materials from the schools. All test materials, except district and school test coordinator manuals and test administration manuals, shall be kept in a designated, locked secure storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended; test administrators shall be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure storage area each day of testing. All test booklets, answer documents, student log-in information, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

4. The School Board also shall maintain procedures to code testing materials at no more than two (2) secure central locations and to house the testing materials at the central locations until no more than three (3) working days prior to test administration, to the extent practicable. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the Division of Student Assessments and Accountability (LDE) by the District Test Coordinator prior to the administration of the test.

5. In the event the test booklets, answer documents, student log-in information, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the Division of Student Assessments and Accountability (LDE) and follow the detailed procedures for investigating and reporting specified in BESE's Test Security Policy.

6. Only personnel trained in test security and administration shall be allowed to have access to or administer any statewide assessments.

7. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as ensure the security of individual student test data in electronic formats, including encryption of student demographics in any email correspondence.

8. All test administrators and proctors shall be required to sign the Oath of Security and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an Oath of Security and return it to the District Test Coordinator to be kept on file at the School Board office for three (3) years.

9. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the School Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.

10. The School Board shall ensure that individual student test data in electronic and paper formats, are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from these systems shall not be disclosed
to anyone other than a state, district, or school official, or parent/guardian as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). All users who are granted a password to these systems shall abide by FERPA provisions. School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password. Access to online testing platforms that allow access to the individual school data shall be provided to the School Test Coordinators and principals by the District Test Coordinator.

11. All school users shall be required to sign a security and confidentiality agreement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the security and confidentiality agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed security and confidentiality agreements shall be valid until the District Test Coordinator receives notification that the confidentiality agreement available online has been revised. A new security and confidentiality agreement shall be signed by all users each year after the new permissions and access to the online testing platforms for schools and districts have been granted. If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a new log-in credentials. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. District Test Coordinators shall send their signed security and confidentiality agreements to the Louisiana Department of Education.

12. Any testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, or breaches in test security, including access to electronic data, shall be reported in writing to the District Test Coordinator, who will conduct an investigation and report the findings to the Superintendent.

13. The District Test Coordinator shall initiate the investigation of all reports of testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, in accordance with procedures outlined by the Louisiana Department of Education in Bulletin 118, Statewide Assessment Standards and Practices, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the Division of Assessments and Accountability, Louisiana Department of Education, and the Superintendent.

Investigation Process
Procedures for investigating any testing irregularity (including cheating), and any employees accused of improprieties shall follow the procedures outlined in Bulletin 118, Statewide Assessment Standards and Practices, but shall include the following:

A. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.

B. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:

(1) The location of the designated, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;
Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed:

(2) Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;

(3) Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

C. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.

(1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Lincoln Parish School Board Policy Manual.

(2) Any teachers or other school personnel found to have purposefully violated test security shall be charged with violation of state and/or School Board policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the Lincoln Parish School Board.

D. After completion of the investigation, the School Board shall provide a report of the investigation and a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.

E. In accordance with provisions of BESE's Test Security Policy, it is understood that the Louisiana Department of Education may conduct its own investigation into allegations of test security violations. In such instances, the District Test Coordinator and Superintendent shall aid and assist state department officials in the conduction of their investigation and provide documentation of information obtained in local investigative efforts.

TEST ENVIRONMENT
Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) must be obtained in writing from the Louisiana Department of Education, Division of Assessments and Accountability at least thirty (30) days prior to testing. If testing outside the usual classroom setting is approved by the Division of Assessments and Accountability, the School Board shall provide at least one proctor for every thirty (30) students.

To the extent practicable, the School Board shall maintain administrative procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.

The School Board shall also maintain administrative procedures for the monitoring of test sites to ensure appropriate test security procedures are being followed and to observe test administration procedures.

CONDITIONS AND PENALTIES FOR VIOLATIONS
The State Superintendent of Education may disallow test results which may have been achieved in a manner which is violation of test security. In addition:
1. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.

2. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education shall have breached test security. Any individual(s) or student who knowingly causes or allows the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores and will be allowed to retake the test at the next test administration.

3. Test scores may be voided at the school level in cases of cheating or other violations of test security. When either cheating or the violation of test security is suspected, a committee to include at least the principal, school test coordinator, and test administrator shall be convened to determine whether or not a score should be voided. A written report documenting and describing the incident(s) shall be completed. In the event the decision is made to void scores because of cheating, the student and parents shall be notified and offered an opportunity for a hearing to be conducted by the principal with the test administrator and school test coordinator also present. The principal shall make the final decision regarding voiding of test scores or breach of ethics. If the decision is made to void test scores, the school test coordinator must submit a letter on school letterhead with the principal’s and school test coordinator’s signatures to the District Test Coordinator. Attached to the letter should be the written record of the breach of security or cheating, dates and times of all meetings/hearings relating to the incidents with signatures of all present at these meetings/hearings, and documentation of phone calls to parents. Any witnesses to cheating or breach of security should complete a written statement describing the incident and sign and date the statement. These should be submitted with the written report.

5. Any teacher or other personnel who breaches test security or allows breaches in test security shall be disciplined in accordance with the provisions of School Board policy and regulations adopted by the BESE and any applicable state laws. Any violation of test security or breach of ethics on the part of an employee of the Lincoln Parish School Board before, during, or after testing (including erasure analysis and/or other evidence that results in the voiding of test scores) shall be investigated by the District Test Coordinator. If the violation occurred at the school level, the building principal shall participate in the investigation. In the event sufficient evidence exists to support a violation in test security or breach of ethics, a written report shall be submitted to the Superintendent. A hearing shall be conducted by the Superintendent with the employee(s) under investigation, the District Test Coordinator, the building principal, and the Director of Personnel present. If the Superintendent determines that a violation of test security or breach of ethics has occurred, appropriate recommendations for disciplinary action shall be made and action taken in accordance with School Board policy.

6. In the event that an employee has participated in activities to provide answers or otherwise alter test scores, the recommendation will be dismissal. All evidence of violations of test security and breach of ethics reported to the Superintendent by the Louisiana Department of Education shall require a written report from those suspected of violations, the building principal, and the school test coordinator regardless of whether or not the claims are substantiated.

7. Anonymous complaints received by either the Superintendent or the District Test Coordinator regarding violations of test security or breach of ethics shall be investigated by the District Test Coordinator. If evidence exists to support the complaint(s), appropriate action as described above shall be initiated.

Revised: September 2019
EMPLOYEE TOBACCO USE

The Lincoln Parish School Board shall provide a tobacco-free school environment.

The use of any tobacco product, smokeless tobacco, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Lincoln Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

*School Board property* shall include any elementary or secondary school buildings or grounds, buildings, portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

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

Revised: January, 2018
Information on Travel Guideline Policy Attached

1. LPSB Travel Guidelines
   - Includes procedures and guidelines for overnight travel, overnight accommodations, tips and gratuities, transportation for personal vehicles and Enterprise rentals
   - Meal allowances listed for overnight travel
   - Day travel and restrictions on meal allowances

2. LPSB-Request for Travel Form
   - Must be completed in full and submitted to Lisa Bastion at lbastion@lincolnschools.org
   - Once approved, it will be sent back to person requesting travel
   - Booking arrangements can be made after approved form has been returned to person requesting travel

3. Travel Expense Voucher – Daily Travel.
   - Detailed agenda and any supporting documentation required
   - Itemized invoices are required for expenses

4. Travel Expense Voucher – Overnight Travel
   - Detailed agenda and any supporting documentation required
   - Itemized invoices are required for expenses (except meals which are per diem)

5. Travel Expense Voucher with Rental Form
   - Voucher to use when renting a vehicle
   - Detailed agenda and any supporting documentation required
   - Itemized invoices, including gas receipts, are required (meals are per diem; no receipts needed)

6. Governmental Employees Hotel Lodging Sales/Use Tax Exemption
   - Must present at hotels; Lincoln Parish does not reimburse taxes.

7. State of Louisiana Rate Summary (Enterprise Rates)
   - Rental selection should be based on comfort and number of riders

8. Online Reservation Instructions for Enterprise (Booking Instructions)
   - May reserve rental by phone or follow this online guidance
   - Enterprise account number is on top of LPSB-Request for Travel Form.
   - LPSB billing number is on top of LPSB-Request for Travel Form.
Lincoln Parish School Board – Travel Guidelines
Revised October 2019

Note: These guidelines apply to ALL employees.

- Prior approval from the appropriate supervisor/administrator MUST be obtained before any trip is taken.
- Leave information with agendas (documentation) should be entered into Frontline.
- A detailed agenda or overview showing specific times for all meetings must be attached to all travel reimbursement requests after return from trip.

Reimbursement for out of parish or out of state travel should be submitted within a week after returning from the trip. If documentation from a credit card or cancelled check is needed, the reimbursement should be submitted within 60 days after the trip. Reimbursement requests for routine in parish travel MUST be requested monthly. Travel reimbursement should NOT accumulate more than two months.

* The Superintendent or Assistant Superintendent has the authority to review travel charges and authorize or decline payments.

**Overnight Travel**

**Meal Allowances (including tips and taxes)**

**Tier I**  
(Lafayette, Lake Charles, etc)  
Breakfast = $10  
Lunch = $14  
Dinner = $29  
_______  
$53

**Tier II**  
(In-State high-cost areas – i.e. New Orleans, Baton Rouge, etc.)  
Breakfast = $13  
Lunch = $18  
Dinner = $30  
_______  
$61

**Tier III**  
(Out-of-State – Dallas, Austin, Jackson, etc.)  
Breakfast = $13  
Lunch = $19  
Dinner = $33  
_______  
$65
Tier IV
(Out-of-State high cost areas - New York, San Francisco, Orlando, Baltimore, etc.)

Breakfast = $14  
Lunch = $21  
Dinner = $36

$71

Meals will be reimbursed on a per diem basis in accordance with the following, which is formatted after state travel guidelines.

**Breakfast** – Reimbursed when travel begins at/or before 6:00 a.m. on the first day of travel, or extends beyond 9:00 a.m. on the last day of travel, and for intervening days.

**Lunch** – Reimbursed when travel begins at/or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days.

**Dinner** - Reimbursed when travel begins at/or before 4:00 p.m. on the first day of travel, or extends beyond 8:00 p.m. on the last day of travel and for any intervening days.

**Snacks** purchased between meals are **not reimbursable** meal expenses.

All expense claims will be reviewed and approved based on travel destination and **reasonable travel time**.

No per diem will be paid if meals are provided at the meeting or conference attended. This includes continental breakfast or pastries served prior to meetings which will be considered breakfast. (i.e. meeting or conference registration fees include the cost of the meals provided.) **A detailed agenda for the meeting/conference MUST be attached to the reimbursement request in order for the reimbursement to be processed.**

**For SINGLE DAY TRAVEL where no overnight stay is required:** Meals are **NOT eligible for reimbursement.**

**Overnight Hotel Accommodations**

Overnight accommodations will only be reimbursed if meeting/conference is farther than 2 hours away.

Each employee who travels overnight will make all reasonable attempts to acquire the most economical government rates available for lodging, **limited to a cost of not more than the State rate per night**, excluding lodging in high-cost areas. Room charges in excess of this limit will be the personal expense of the employee. Prior approval must be obtained for room costs in high-cost areas. Sharing rooms is recommended when possible.

**Exception:** When reservations are made at the actual conference hotel, room fees will be reimbursed in full, as long as government rates or group block rates are obtained. If the cost of the room will exceed $125 per night, permission from the appropriate Central Office supervisor must be obtained prior to the travel.

Each employee should utilize the exemption of in state sales tax on all hotel stays. Forms may be obtained from the Lincoln Parish School Board Office. Tax will not be paid by the LPSB.

**Tips and Gratuities**

All tips and gratuities (including valet parking and taxies) are **non-reimbursable.** It is at the employee’s full discretion to pay tips and gratuities; it will be the employee’s personal expense.
Exception: Baggage tips may be allowed if an employee has special needs. An employee with special needs must request approval from their supervisor prior to incurring reimbursable tips.

Transportation

When two or more employees are traveling to the same destination, every reasonable attempt will be made to car pool in one vehicle. When two or more personnel travel in the same vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

Personal Vehicle: Each employee traveling in their own personal vehicle will be reimbursed the designated mileage rate (.58) for miles up to 150 miles driven directly to and from an approved destination. Mileage driven off of the direct route to the approved destination will not be reimbursed to the employee, unless it is for a business purpose which is stated on the travel request form. Forms (Travel Expense Voucher Daily Travel or Travel Expense Voucher Overnight Travel) should be completed as normal and submitted with invoices, agendas, etc. for reimbursement.

Vehicle Rental: Enterprise rentals are required when mileage exceeds 150 miles round trip. An employee may request to drive a personal vehicle farther than 150 miles, but will only be reimbursed mileage up to 150 miles. It is at the employee’s full discretion to rent a vehicle when traveling less than 150 round trip. All costs incurred with the rental of a vehicle is the personal expense of the employee. Gas receipts must be kept and submitted for reimbursement along with other employee expenses. Enterprise expenses are billed to LPSB, and will be disbursed to appropriate accounts after invoiced. No credit card is required to reserve a rental. Sizes of rental vehicles must be reasonable requests based on the number of employees traveling in the vehicle. Personal vehicles may be approved for travel in situations when it is cost savings to the district and a request of employee.

Procedure for Requesting Travel and Securing Rental Vehicle:

- Driver completes LPSB Request for Travel; submits for approval
- After Request for Travel is approved and scanned back to employee, driver uses account number and billing number on above form to secure rental either online or by phone.
- After return of rental to Enterprise, copy of final invoice should be submitted to Lisa Bastion to close out request for rental. The invoiced amount will appear on LPSB credit card statement. Appropriate accounts or schools will be billed at that time for rental vehicle expense.
- Travel Expense Voucher with Rental Form should be completed as normal and submitted with invoices, agendas, etc. for reimbursement. This includes gas receipt(s) for the rental.
- The district may approve an employee to drive personal vehicles for extenuating circumstances however calculation data must be attached to rental request to show costs for each way of travel.

All other ground travel is prohibited, unless determined to be more economical and prior approval is granted.

Valet Parking – Valet parking costs will be reimbursed ONLY if no regular parking is available.

*No reimbursements for expenses will be considered prior to or after travel unless appropriate approval and documentation is on file.
## Lincoln Parish School Board
### Request for Travel

Lincoln Parish School Board Tax ID #72-6000674  
Enterprise Rent-A-Car Account #51C0032  
Billing #17230989

<table>
<thead>
<tr>
<th>Name of Person Requesting Travel:</th>
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<tr>
<td>School/Position:</td>
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<td>Date of Request:</td>
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<td>Date (s) of Event:</td>
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<tr>
<td>Destination:</td>
<td></td>
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<tr>
<td>Funding Source/Account Code:</td>
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<td>Purpose of Travel:</td>
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How will participation in this event support students or employees of Lincoln Parish School Board?

Rental Requested: yes ____  no ____  
Employee Signature: ____________________

Immediate Supervisor Approval: ____________________  Date: _______
Approval to Travel: yes ____  no ____  
Approval for Rental: yes ____  no ____

**Scan and email this form to lbastion@lincolnschools.org.**

Assistant Superintendent or Designee Approval: ____________________  
Date: ________________

*Must be approved by immediate supervisor and assistant superintendent to travel and or request rental.*
Lincoln Parish School Board
Travel Expense Voucher - Overnight Travel

Name: ____________________________  Vendor #: ____________________________
Mailing Address: ____________________________

DESTINATION: ____________________________  Departure Time: ________________

STATE PURPOSE OF TRAVEL: (Required)  Return Time: ________________

Transportation:

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<tr>
<th>Date</th>
<th>Location</th>
<th>Odometer Reading</th>
<th>Total Number Of Miles</th>
<th>Mileage Expense $ miles x 58 cents</th>
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<td>From</td>
<td>To</td>
<td>Departure:</td>
<td>Arrival:</td>
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Total Transportation: ________________

Hotel: (Itemized Hotel bill must be attached.)

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<tr>
<th>Name of Hotel</th>
<th>Date</th>
<th>Number of Days</th>
<th>Daily Rate</th>
<th>Amount</th>
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<td>From</td>
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<td>Days</td>
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Total Hotel: ________________

Did you submit a current tax exempt form to the hotel at the time you registered/checked in to avoid tax charges from the hotel? __________ Yes ______ No

Comments: ____________________________

Meals: PER DIEM amounts and reasonable travel times apply.

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<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total</th>
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Total Meals: ________________

Miscellaneous: (Supporting Documentation Must Be Attached)

TOTAL ALL EXPENSES: ________________

NOTE: Detailed agenda from meeting/workshop MUST be attached for reimbursement to be processed.

APPROVED: ____________________________  EMPLOYEE SIGNATURE: ____________________________

Authorizing Signature: ____________________________

Account # to charge: ____________________________

111
Lincoln Parish School Board
Travel Expense Voucher - Overnight Travel

Name: ____________________________ Vendor #: ____________________________
Mailing Address: ____________________________

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<th>DESTINATION:</th>
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<th>Return Time:</th>
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STATE PURPOSE OF TRAVEL: (Required)

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Total Transportation

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Total Hotel

Did you submit a current tax exempt form to the hotel at the time you registered/checked in to avoid tax charges from the hotel? ___ Yes ___ No
Comments: ____________________________________________

Meals: PER DIEM amounts and reasonable travel times apply.

Check meals to be reimbursed. Meals provided with meetings will not be reimbursed.

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</table>

Total Meals

Miscellaneous: (Supporting Documentation Must Be Attached)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

TOTAL ALL EXPENSES

NOTE: Detailed agenda from meeting/workshop MUST be attached for reimbursement to be processed.

EMPLOYEE

APPROVED: ____________________________

Authorizing Signature

Account # to charge: ____________________________
Lincoln Parish School Board
Travel Expense Voucher with Rental

Name: ____________________________ Vendor #: ____________________________
Mailing Address: __________________

DESTINATION: ____________________________ Departure Time: ___________ Return Time: ___________
STATE PURPOSE OF TRAVEL: (Required)

Transportation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Odometer Reading</th>
<th>Total Number Of Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Departure</td>
<td>Arrival</td>
</tr>
</tbody>
</table>

Rental Vehicle: See request for travel form, have documentation, and copy of invoice attached

Total Transportation: NA

Hotel: (Itemized Hotel bill must be attached.)

<table>
<thead>
<tr>
<th>Name of Hotel</th>
<th>Date</th>
<th>Number of Days</th>
<th>Daily Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hotel: ____________

Did you submit a current tax exempt form to the hotel at the time you registered/checked in to avoid tax charges from the hotel? 
Yes  No

Comments: ________________________________

Meals: PER DIEM amounts and reasonable travel times apply.

Check meals to be reimbursed. Meals provided with meetings will not be reimbursed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total</th>
</tr>
</thead>
</table>

Total Meals: ____________

Miscellaneous: (Supporting Documentation Must Be Attached)

Gas receipts attached.

TOTAL ALL EXPENSES: ____________

NOTE: Detailed agenda from meeting/workshop MUST be attached for reimbursement to be processed.

APPROVED: ____________________________

Authorizing Signature

Account # to charge: ____________________________

EMPLOYEE SIGNATURE: ____________________________

Form B, rev. 3/1/2019
Governmental Employees Hotel Lodging Sales/Use Tax Exemption Certificate

This certificate is for use by employees of the United States government and the State of Louisiana and its political subdivisions. It is used to document employee eligibility for exemption from payment of state sales taxes on hotel lodging charges that are directly reimbursable by the government employer.

**Employee Name**
**Hotel Folio or Reference Number**

**Address**
**City**
**State**
**Zip**

**410 SOUTH FARMERVILLE STREET**
**RUSTON**
**LA**

**Agency’s Telephone Number**
**Government Agency Employing**

**Lincoln Parish School Board**

PLEASE PRINT OR TYPE.

This certifies that the employee named above is an employee of the above named government agency and that the lodging charges incurred are necessitated by the employee’s conduct of the official business of this government agency. The employee’s lodging expenses are required to be accounted for to the government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of state sales taxes on the lodging charges for the occupancy of the employee’s hotel room.

**Authorization**

**Employee Name**: Mike Milstead

**Employee Title**: Superintendent

**Employee Signature**: 

**Date (mm/dd/yyyy)**: 07/23/2019

**Government Agency Representative (other than employee)**: 

**Government Agency Representative Title (other than employee)**: 

**Government Agency Representative Signature**: 

**Hotel Information**

**Hotel’s Name**: 

**Seller’s Louisiana Sales Tax Registration Number (if applicable)**: 

**Dates of Employee’s Stay (mm/dd/yyyy)**: 

Note: This form is valid for documenting eligibility for exemption from the payment of state sales tax on charges for room occupancy. The state sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking. When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee’s written travel orders which states the dates and destination of the authorized travel. The hotel must retain this certificate and a photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes.

**TAX EXEMPT NUMBER** - 72-6000674
STATE OF LOUISIANA RATE SUMMARY
EFFECTIVE JULY 1, 2016

ENTERPRISE RENT A CAR

➤ DAILY RATES: LOUISIANA RATES

<table>
<thead>
<tr>
<th>Car Class</th>
<th>Day</th>
<th>Week</th>
<th>1 month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy/Compact</td>
<td>$29.50</td>
<td>$162.25</td>
<td>$590.00</td>
</tr>
<tr>
<td>Midsize/Standard</td>
<td>$31.50</td>
<td>$173.25</td>
<td>$630.00</td>
</tr>
<tr>
<td>Full-size</td>
<td>$34.50</td>
<td>$189.75</td>
<td>$690.00</td>
</tr>
<tr>
<td>Premium</td>
<td>$41.50</td>
<td>$228.25</td>
<td>$830.00</td>
</tr>
<tr>
<td>Mid-Size Hybrid</td>
<td>$43.30</td>
<td>$239.25</td>
<td>$870.00</td>
</tr>
<tr>
<td>Mini-Van</td>
<td>$56.00</td>
<td>$302.50</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Sm/Med SUV</td>
<td>$51.00</td>
<td>$280.50</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Large SUV</td>
<td>$80.00</td>
<td>$485.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Large Truck</td>
<td>$47.00</td>
<td>$258.50</td>
<td>$840.00</td>
</tr>
<tr>
<td>15 Passenger Van</td>
<td>$99.00</td>
<td>$544.50</td>
<td>$1,980.00</td>
</tr>
<tr>
<td>Cargo Van</td>
<td>$47.00</td>
<td>$258.50</td>
<td>$940.00</td>
</tr>
</tbody>
</table>

Less than 5 travelers:
- Economy, Midsize, Fullsize, Premium
- Midsize hybrid, or Med SUV

**Choice based on driver’s comfort

5 or more travelers:
- Mini-van or Large SUV

**Choice based on driver’s comfort

➤ TERMS & CONDITIONS: LOUISIANA

➤ Driver Protection Products: U.S./Puerto Rico/District of Columbia:
  - LDW: Full coverage with $0.00 deductible included in rate list.
  - Liability: $1,000,000 CSL included in rate list.

➤ Young Renter: Minimum rental age at most locations is 18 for commercial travelers renting vehicles for official business purposes. No additional fee.

*This Program Summary is not a legal document,*
Online Reservation Instructions for Enterprise:

Log onto http://www.enterprise.com. Choose your location, rental dates & times, enter your Account Number (ACCOUNT#), and press Continue.

START A RESERVATION

If there are multiple locations in the selected city, the next screen will have location listings for you to choose from. Click Select next to the location of your choice.