

**Richland Parish School Board**  
**Policies & Procedures**  
**Classified Employees**  
2014 – 2015

**Classified Staff Signatures Required**

**Policies Included:**

**Civil Liabilities, Legal Defense and Indemnification for School Employees**

**Employee Dress Code**

**Employee Use of Electronic Telecommunication Devices**

**Electronic Telecommunication Devices**

**Use of Internet Regulations**

**Sexual Harassment**

**Energy Management**

**Drug Free Workplace**

**Family Education Right to Privacy Act (FERPA)**

**Employee Conduct**

**Operational Safety**

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

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

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

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

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

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

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

## EMPLOYEE DRESS CODE

### PROFESSIONAL DRESS CODE

Research has shown that the way a teacher is dressed has a definite impact either positive or negative on classroom control, management and climate. When school employees exhibit a professional appearance, they are held in higher esteem by parents, students, and the community.

There are certain changes in style with respect to clothing that take place continuously. Since these styles cannot necessarily be predicted for the future, it is the intention of this policy to maintain appropriate standards of dress. Any changes in styles will be expected to meet the standards of good taste and appropriate professional dress.

Clothes worn by professional personnel must always be clean and neatly pressed.

The principal/assistant principal is responsible for enforcing this policy at his/her school.

The following requirements shall apply:

### ACCESSORIES FOR MEN AND WOMEN

- **Jewelry:** Employees should meet or exceed the standards set forth for students in the Richland Parish Policy Manual.
- **Hats/Caps:** Employees should not wear hats/caps or other cloth head coverings in buildings or classrooms.
- **Shoes:** Employees should wear shoes that are comfortable and safe. Flip flops (beach or showers shoes) are not to be worn shoes.

### PROFESSIONAL DRESS CODE FOR MEN

#### ACCEPTABLE

Pressed slacks worn with a belt  
Sport shirts, polo or crew shirts (ties are optional)  
Shirts must be tucked in pants unless hem is made to worn outside of pants  
Matching top and bottom wind suit

#### NOT ACCEPTABLE

Jogging suits, overall, shorts (unless in a physical education setting)  
Sleeveless t-shirts or undershirt worn as an outer garment  
Wrinkled, unclean shirts or pants  
Faded, distressed jeans, hip huggers, or sweat suits

## **PROFESSIONAL DRESS CODE FOR WOMEN**

### **ACCEPTABLE**

Skirts and dresses must be knee level or longer  
Pant suits, capris or gauchos  
Crew shirts  
Sleeveless apparel with appropriate neckline is acceptable only if undergarments are not visible (especially under arm and around neckline)  
Slacks or capris are acceptable to wear at the waist. Matching top and bottom wind suit

### **NOT ACCEPTABLE**

Any skirt, dress above the knee  
Jeans on a daily basis, wind suits, or jogging suits  
Transparent or backless tops (spaghetti-strapped tops without a jacket)  
Shorts, tight-fitting clothes, leggings, overalls, or tight stretch pants  
Faded, distressed jeans or hip-huggers; sweat suits

### **EXCEPTIONS**

Blue jeans may be worn on designated days (not on a daily basis).

Physical Education personnel may dress appropriately when conducting physical activities.

School-based exceptions to this policy must be approved by the superintendent or designee.

Approved: June 13, 2006

Ref: Board minutes, 6-13-06 Richland Parish School Board

**EMPLOYEE USE OF ELECTRONIC TELECOMMUNICATION DEVICES**

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

**EMPLOYEE CELLULAR PHONE USE**

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

Approved: January 11, 2005

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:239](#)  
Board minutes, 1-11-05

Richland Parish School Board

## **USE OF INTERNET REGULATIONS**

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

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

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

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

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

Revised: October 5, 1999

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

Richland Parish School Board

## **SEXUAL HARASSMENT**

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

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

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

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

### DEFINITION

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



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

#### PROHIBITED SUPERVISORY BEHAVIOR

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

#### BEHAVIOR PROHIBITED BY ALL EMPLOYEES AND STUDENTS

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

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

## DRUG FREE WORKPLACE

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

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

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

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

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

Richland Parish School Board

# Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

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

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

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

## **EMPLOYEE CONDUCT**

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

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

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

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

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

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

### PROHIBITED SEXUAL CONDUCT

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

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

### NOTIFICATION BY EMPLOYEES

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

### Arrests for Certain Sexual Offenses

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

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

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

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

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

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

Revised: December 12, 2006

Revised: November 10, 2009

Revised: February 12, 2008

Revised: September, 2008

Revised: November 10, 2009

Revised: January 10, 2012

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

Richland Parish School Board

## EMPLOYEE TOBACCO USE

### SMOKING PROHIBITED ON SCHOOL CAMPUSES

Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device, or possessing any lighted tobacco product or any other lighted combustible plant material shall be prohibited in any elementary or secondary school building, on the campus of any elementary or secondary school, any building on the campus, and on all school buses.

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

Smoking, carrying a lighted cigar or cigarette, pipe or any other form of smoking object or device shall be prohibited in buildings and on the grounds of any other School Board property, except in outdoor areas specifically designated as smoking areas by the building administrator.

### OTHER TOBACCO PRODUCTS

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

Revised: January 16, 2007

Ref: [20 USC 7183](#) (*No Child Left Behind Act of 2001*)

La. Rev. Stat. Ann. §§[17:240](#), [40:1300.251](#), [40:1300.252](#), [40:1300.253](#), [40:1300.256](#),  
[40:1300.261](#)

Board minutes, 1-16-07

Richland Parish School Board



# OPERATIONAL SAFETY

## Responsibility for Safety

### Introduction

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

procedures:

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

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

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

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

### **Basic Safety Rules for Employees**

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

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

### **Training**

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

### **Monthly Work Place Inspection**

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

## **Transportation Safety**

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

### **Right to Know (OSHA 1920.200)**

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

### **Record Keeping**

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

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