



Zachary Community School System

2011-2012

Employee Handbook

**A Publication of the
Zachary Community School Board
Personnel Department**

Table of Contents

MESSAGE FROM THE SUPERINTENDENT	4
Zachary Community School Board Office	5
Zachary Community School Board Members	5
Main Office Administrators.....	5
Schools	6
Vision.....	7
Mission.....	7
Core Values	7
Standards of Performance.....	8
ZACHARY COMMUNITY SCHOOL BOARD POLICY	11
Section I: Zachary Community School Board.....	12
Overview.....	12
Section II: Employment Practices and Policies	13
Employment of Personnel.....	13
Equal Employment Opportunity Statement.....	13
Fingerprinting and Background Check.....	13
Personnel Records.....	14
Sexual Harassment.....	14
Contracts and Compensation	15
Individuals with Disabilities	15
Drug Free Workplace.....	15
Employee Tobacco Use	16
Employee Dress Code.....	16
Certification	17
Complaints and Grievances	17
Employee Investigations.....	17
Solicitations.....	17
Dismissal of Employees.....	18
Dangerous Weapons	18
Electronic Communications Between Employees and Students	19
Section II: Accrual & Use of Leave.....	19
Reporting Absences	19
Holidays	20
Personnel Leaves and Absences	20
Family and Medical Leave Act (FMLA)	21
Sick Leave.....	21
Personal Leave	22
Professional Leave	22
Sabbatical Leave	22
Military Leave.....	23
Jury Duty or Subpoenas	23
Leave without Pay.....	23
Annual Leave	24
Maternity Leave	24
Employee Health and Safety.....	24

Section III: Training and Professional Development	25
Educational Assistance	25
Training and Seminars	25
Evaluation of Professional Staff	26
New Teacher Mentoring	26
Section IV: Employee Benefits.....	27
Overview.....	27
Retirement/Teachers’ Retirement System of Louisiana	27
Retirement/School Employees Retirement System of Louisiana	27
Section V: Departments	28
Personnel	28
Business Department	28
Compensation Guidelines/Overtime	29
Student Assessment and Support Service for Youth (SASSY)	30
Accountability and Testing.....	30
Technology Department.....	30
Communications Department.....	30
Child Nutrition	31
National School Lunch and Breakfast Program.....	31
Employment in School Food Service and Nutrition	31
Louisiana Educational Leaders Induction Program	34
Educator’s Right to Teach.....	34

The Zachary Community School District does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, and all other terms, conditions, benefits and privileges associated with employment. This policy extends to the educational programs and activities operated by the state, districts, and schools. Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 66, of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health Education and Welfare.

MESSAGE FROM THE SUPERINTENDENT

Welcome to the Zachary Community School System! We are delighted that you are a part of a teaching and learning community that is determined to be a model of excellence through high quality instruction. This employee handbook should help you carry out your duties in schools and offices.

Zachary Community Schools are made up of dedicated employees who work collaboratively to improve academic achievement. All stakeholders in this community are committed to ensuring that all students are awarded opportunity to be their very best!

You are a valuable part of an education team. Every member of our work force contributes to the educational advancement of our students. Your performance, regardless of your position, has impact on our ability to provide the very best services our students deserve. You have our confidence and support.

Congratulation and welcome to our team.

Sincerely,

A handwritten signature in black ink, appearing to read "Warren Drake". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Warren Drake, Jr., Superintendent

Zachary Community School Board Office

3755 Church Street
Zachary, LA 70791
(225) 658-4969
www.zacharyschools.org

Zachary Community School Board Members

Sharon Samuel –President- District 3
Jannie Rogers – Vice President- District 6
Gaynell Young - District 1
Scott Swilley --District 2
Kenneth Mackie - District 4
Hubie Owen -District 5
Donnie Dykes - District 8
David Dayton- District 9

H. Warren Drake, Jr., Superintendent

The ZCSB usually meets on the second and fourth Thursday of each month, with work session beginning at 6:00 p.m. and the board meeting at 7:00 p.m. For additional information about Board meetings, you may contact Connie Aslin, Board Secretary at 225-658-4969.

Main Office Administrators

Scott Devillier- Director of Operations
Gordon Robertson – Business Manager
Yolanda Williams – Director of Personnel
Michelle Clayton, Ph.D. – Director of Curriculum, Academic Accountability, and Secondary Schools
Gwendolyn Longmire, Ph.D. – Directory of Technology, Federal Programs and Elementary Schools
Aeneid Mason – Director of Student Support Services
Karin Lawless- Supervisor of Academic Accountability
Tim Jordan– Supervisor of School and Home Relations
Helen Folks – Supervisor of Child Nutrition
Tammy Wood- Coordinator of Special Programs
Adonica Duggan – Communications Specialist

Schools

- Zachary Early Learning Center (PK)
Cynthia Myers, Principal
Angela Cassard, Assistant Principal
Monica Meeker, Secretary
4400 Rollins Road Extension
Phone: 654-6011
- Northwestern Elementary School (K- Grade 1)
Martha Davis, Principal
Kelli Day, Assistant Principal
Brenda Triche, Secretary
4200 Rollins Road
Phone: 654-2786
- Zachary Elementary School (Grades 2-3)
Jennifer Marangos, Principal
Trudy Johnson, Assistant Principal
Kim Heikes, Secretary
3775 Hemlock Street
Phone: 654-4036
- Copper Mill Elementary School (Grades 4-5)
Dewey Davis, Principal
Keisha Thomas, Assistant Principal
Sondra Burnham, Secretary
1300 Independence Blvd.
Phone: 654-2786
- Northwestern Middle School (Grades 6-8)
Debby Brian, Principal
Esther Watson, Assistant Principal
Cynthia Coghlan, Secretary
5200 East Central
Phone: 654-9201
- Zachary High School (Grades 9-12)
Wes Watts, Principal
Kim Germany, Assistant Principal
Joe LeBlanc, Assistant Principal
Karen Neal, Secretary
4100 Bronco Lane
Phone: 654-2776
- Port Hudson Career Academy (Grades K-12)
Patrick Jenkins, Principal
Lisa Poppen, Secretary
205 W Flanacher Road
Zachary, LA 70791
Phone: 658-7381

Vision

The Zachary Community School System is recognized as a model of excellence serving all citizens.

Mission

The mission of the Zachary Community School Board is to assist every student in reaching his or her maximum potential through high quality instruction and good stewardship of community resources.

Core Values

Children First
Honesty; Integrity
Teamwork
Strong Moral Foundation
Community and Family Involvement
Accountability
No Political Agendas
Safety
Excellence

Standards of Performance

Zachary Community School Board

STANDARDS OF PERFORMANCE

ATTITUDE:

At Zachary Community School System, we pride ourselves in always doing the following:

- Treat everyone as if he or she is the most important person in our facility.
- Promptly welcome customers in a friendly manner.
- Smile, make eye contact and introduce ourselves.
- Our body language, tone and demeanor should always reflect a positive attitude.
- We take the initiative to offer assistance to customers. We won't wait to be asked.
- We listen carefully to what customers have to say.
- Rudeness is not acceptable.
- We speak positively and offer compliments frequently.
- We apologize for problems and inconveniences.
- We avoid placing the blame or making excuses.
- We thank customers for choosing our schools.
- We know that students and parents are not an interruption of our work, but they are the reason for us being here.
- We continue to be happy.

COMMUNICATION:

The goal of communication is full understanding. We must be committed to listening attentively to our customers in order to fully understand their needs. We must avoid confusing customers, and we need to speak in terms they can easily understand.

Greetings and Instructions:

- Customers will be greeted with a warm and friendly smile.
- We will use the customers name as soon as we have heard it or as it is written down.
- We make eye contact with all people.
- We will introduce ourselves promptly by using our first name.
- We will use "please" and "thank you."
- We will listen to our customers' concerns in ways that show them that we care and always ask "How may I help you?"

APPEARANCE:

- Each employee's appearance represents our school; therefore, each employee's grooming and dress will be professional and appropriate.
- We will take pride in our facility and do our part to maintain a safe, uncluttered and litter-free workplace.
- Your attire will be professional, tidy, discreet, tasteful and appropriate. Your attire and body language are all part of your appearance.
- Dress code policies will be followed.
- Good personal hygiene will always be maintained.

Facility and Environmental Appearance:

- The working environment and hallways will be maintained, clean and uncluttered.
- When you come across litter, please ensure that it is picked up and disposed of properly.
- When you come across a spill, report it immediately to ensure a safe and clean environment.
- As you vacate a work area, lounge or meeting room, you should always leave it clean and presentable for the next teacher or staff member.
- It is the responsibility of all employees to report unsafe or unsightly conditions such as plumbing needs, lighting problems, damaged walls or anything else that needs immediate attention, to the appropriate department.
- Everyone is encouraged to clean up after himself/herself and others; we all need to ensure a safe and proper environment.
- A clean and safe environment is the responsibility of all employees.
- Graffiti should be reported immediately and removed within 24 hours.

CONFIDENTIALITY:

- Do not discuss our students' performance with others.
- Communicate with our students and parents in a private manner.
- Eliminate gossip in order to respect co-workers. Others often can hear this unprofessional discussion.
- Remember that confidentiality extends into the community. Do not discuss students outside the school.

SENSE OF OWNERSHIP (PRIDE)

Each employee must feel a sense of ownership towards his or her job and the school system. We must all take pride in what we do. We must be responsible for the outcomes of our efforts and recognizing our work as a reflection of ourselves. We all should follow these practices:

- Take pride in the school as if you owned it.
- Be sure you know and understand the responsibilities of your job. Take charge of and accept these responsibilities.
- Strive to do the job right the first time.
- Look beyond your assigned tasks. Your responsibility does not end where your co-workers responsibility begins.
- Look for ways to exceed our customers' expectations.
- Be good consumers of our insurance, utilities and schools.

COMMITMENT TO CO-WORKERS:

As Zachary Community School Board employees, we are linked to one another by a common purpose: serving our students and our community. Therefore, our co-workers are our teammates. They deserve our respect. Without their contributions, none of us could perform our jobs. Just as we rely on our fellow employees, they rely upon us. Each of us has obligations to our co-workers. We will:

- Treat every co-worker as a professional. Recognize that we each have an area of expertise. Give credit where credit is due.
- Show consideration. Be sensitive to a fellow employee's inconvenience. Consider another's priorities in addition to our own.
- Be tolerant of fellow employees. Recognize that conflicts may exist among co-workers, but professional courtesy is expected. Set aside differences when working together. Realize we all have personal shortcomings. Rudeness is not appropriate.
- Be supportive of fellow employees. Offer help when possible. Cooperation is expected in the workplace.
- Be honest and loyal to your co-workers. Don't undermine other people's work. Respect their efforts. Be discreet about what is said.

ZACHARY COMMUNITY SCHOOL BOARD POLICY

- ❖ The Zachary Community School Board has published policies that govern the school system.
- ❖ The Zachary Community School Board reserves the right to revise, supplement, or rescind any policy or portion of the policy guide as it deems appropriate, in its sole and absolute discretion.
- ❖ The Zachary Community School Board will notify employees of any revisions or updates to the handbook as they occur.

I understand that the Zachary Community School Board Policy Handbook is available for review online at its website at:

http://www.zacharyschools.org/SchoolBoard/CAPS/Zachary_CAPS.htm

I also understand it is my responsibility to read and comply with the policies, procedures, and practices contained in the policy handbook and any revisions made to it.

My signature below certifies that I have entered into an employment relationship with Zachary Community School Board and that I understand I am accepting the responsibility for reading and abiding by all policies. I also accept responsibility for contacting my supervisor or the Personnel Department if I have questions or concerns.

Employee Name (printed): _____

Employee Signature: _____

Campus/Department: _____

Date: _____

Section I: Zachary Community School Board

Overview

This employee handbook attempts to summarize briefly and discuss various aspects and policies of our school system for the information and convenience of our employees. Of necessity, the employee handbook carried a condensed version of many Board policies and administrative procedures and should not be substituted for the official Policy Manual. The Policy Manual contains the actual operational policies of the Board and it revised continuously. The Zachary Community School Board (ZCSB) Policy Manual and state and/or federal law prevail in all instances.

This handbook has been prepared as a guide for employment including practices and responsibilities for the employees of Zachary Community School Board. All employees are expected to read, understand, and comply with the provision of the handbook. If you have any questions about any handbook provisions, consult the Personnel Department to have your question answered. Employees can review the School Board's complete policies found online at http://www.zacharyschools.org/SchoolBoard/CAPS/Zachary_CAPS.htm.

Section II: Employment Practices and Policies

Employment of Personnel

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

More Information can be found in policy:

FILE: GBD

Cf: GAME, GAMEA

Cf: GBJ, GBM

Equal Employment Opportunity Statement

The ZCSB declares as policy that all applicants for admission and employment, students, parents, employees, sources of referral of applicants and employment, and any and all entities having business with the school district are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, age, disability, religion or veteran status in admission or access to, or treatment or employment in, its programs and activities. The school district pledges to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The school district shall also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

More Information can be found in policy:

FILE: GAAA

Cf: GAE, GBC

Fingerprinting and Background Check

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

More Information can be found in policy:

FILE: GBD

Cf: GAME, GAMEA

Cf: GBJ, GBM

Personnel Records

The Zachary Community School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or designee to keep the records updated and complete in accordance with statutory provisions.

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

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

More Information can be found in policy:

FILE: GAK

Cf: [CG](#)

Sexual Harassment

The Zachary Community School Board recognizes that harassment on the basis of sex is a violation of state and federal law. The Board, therefore, will not tolerate any sexual harassment on the part of any employee towards another employee or a student, even if the same sex, within the workplace. Conduct in violation of this prohibition shall result in severe disciplinary measures, up to and including dismissal.

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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, or
- 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.

More Information can be found in policy:

FILE: GAEAA

Cf: [GAAA](#), [GAE](#), [JAA](#)

Contracts and Compensation

The Zachary Community School Board and its professional employees, with approval by the Board, shall enter into contracts of employment for a specified period of time and compensation, with exceptions as determined by the Board. Unless otherwise stipulated at the discretion of the Board, all employees shall meet all stated position qualifications and/or certification requirements before any contract shall become valid. Renewal or issuance, when possible, of contracts of employment, as well as dismissal or nonrenewal of contract notices, with the exception of performance contracts, shall be issued on or before the last day of each school year, whenever possible.

More Information can be found in policy:

FILE: GBA

Cf: GBD, GBN

Cf: GBQ, GBQ

Individuals with Disabilities

The Zachary Community School Board believes that no otherwise qualified person shall, on the basis of disability, be subjected to discrimination in employment, promotion, demotion, transfer, or any employment-related function or process, under any program or activity in the Zachary Community School System.

The Board further believes that no student, parent or other citizen with a disability should be denied access to any program or activity, where reasonable accommodations may be made without imposing undue financial or administrative burdens, or where such modifications would result in a fundamental alteration in the nature of the program or activity.

More Information can be found in policy:

FILE: GAAB

Cf: GAAA

Drug Free Workplace

The Zachary Community School Board, in compliance with the Drug Free Workplace Act of 1988, recognizes its obligation in providing and maintaining a drug free workplace to remain eligible to receive federal grants and in support of local, state and national efforts to achieve drug free schools and communities

More Information can be found in policy:

FILE: GAMD

Employee Tobacco Use

All property of the Zachary Community School Board is a smoke-free/tobacco-free environment. The use of tobacco products shall be prohibited in all School Board facilities and vehicles, on school and School Board facility grounds, and at all school-sponsored functions. The Board shall provide signs that prohibit smoking in all facilities and grounds, including stadiums.

More Information can be found in policy:
FILE: GAMA
Cf: EB

Employee Dress Code

Employees on a daily basis shall dress as professionals, in businesslike attire in order to set a good example for co-employees, students and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming will not be permitted. Administrators shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for Zachary Community School Board employees. No employee shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

The guidelines of the School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. To maintain a proper image for teachers, it is the responsibility of principals to see that teachers are properly dressed. The Board delegates to principals the authority to require that:

1. Teachers shall dress in professional/business attire.
 - a. Female teachers shall not wear shorts, t-shirts, mini-skirts, skorts, leggings, or jeans of any type.
 - b. Male teachers shall not wear shorts, t-shirts, or jeans of any type.
2. Athletic attire shall not be worn in an academic setting.
3. Teachers shall not chew gum while teaching.

Principals may make exceptions to the mode of dress in specific shop-type situations where deemed appropriate. Any condition of grooming or dress judged by the principal to be inappropriate shall not be allowed.

More Information can be found in policy:
FILE: GAMB

Certification

Zachary Community School Board follows the Louisiana Department of Education Certification Structure and Requirements. .

More Information can be found online at: www.teachlouisiana.net

Complaints and Grievances

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

More Information can be found in policy:
FILE: GAE

Employee Investigations

In the event that a Zachary Community School Board member or staff member believes a condition exists within the school system that warrants investigation by the staff, such person shall convey his/her concerns to the Superintendent. Should the Superintendent determine that the situation 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.

More Information can be found in policy:
FILE: GAMC
Cf: [GAK](#), [JDA](#), [JGCE](#)

Solicitations

The Zachary Community School Board shall prohibit employees from accepting or soliciting any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the Superintendent or designee, who shall take whatever action is necessary, if any, to ensure that the district's best interests are protected.

More Information can be found in policy:
FILE: GAI
Cf: [GAIB](#)
FILE: GAIB
Cf: [GAI](#)

Dismissal of Employees

The Zachary Community School Board strives to assist personnel in reasonable ways to adjust to their positions and to perform their duties satisfactorily. Every reasonable effort shall be made to avoid the necessity of dismissing personnel at any level. With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or reductions in force, no employee of the Zachary Community School Board shall be dismissed.

More Information can be found in policy
FILE: GBN, GBNA
Cf: GBA, GBJ

Dangerous Weapons

It is unlawful for an employee to intentionally possess a firearm on school property or within 1000 feet of school property, with limited exception, or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*. The Zachary Community School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

Any employee possessing a firearm, dangerous weapon, or instrument intended or likely to produce great bodily harm, on school property, in his/her vehicle, or at any school-related function, may be subject to disciplinary action, up to and including termination.

More Information can be found in policy
FILE: GAMG

Electronic Communications Between Employees and Students

The Zachary Community 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 at a school to a student enrolled at that school 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 at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school 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.

More Information can be found in policy

FILE: GAMIA

Cf: [EFA](#), [GAMC](#)

Cf: [IFBGA](#), [JCDAE](#)

Section II: Accrual & Use of Leave

Reporting Absences

All employees are required to notify their immediate supervisor as soon as reasonably possible in advance of any absence.

Holidays

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

General election day shall be designated by each school system as a holiday every four years for the presidential election.

ZCSD calendar can be found online at www.zacharyschools.org.

More Information can be found in policy:
FILE: GBRL

Personnel Leaves and Absences

The Zachary Community School Board shall grant leaves of absence to teachers and other employees upon application for leave, subject to such rules and regulations that may be established for each type of leave.

All leaves must be requested in writing on the proper forms for that purpose. Application for leave must be submitted well in advance of anticipated beginning date of leave, whenever possible.

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

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

More Information can be found in policy:
FILE: GBRI

Family and Medical Leave Act (FMLA)

The Zachary Community School Board shall permit qualified employees to take up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for family and medical reasons. Employees qualifying for family and temporary medical leave shall have been employed by the Board for the previous twelve (12) months prior to the date of the leave to be taken. For the purposes of this policy, the 12 month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:

1. For the birth of the employee's child and subsequent care;
2. For the placement of a child with the employee for adoption or foster care;
3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or
4. When the serious health condition of the employee renders the employee unable to perform the function of the position of such employee.

Leave may be taken for birth or placement of a child only within twelve (12) months of the birth or placement.

More Information can be found in policy:
FILE: GBRIBA

Sick Leave

The Zachary Community School Board shall grant all employees hired for the school year or longer absences because of personal illness or other emergencies without loss of pay based on the number of months employed as follows:

Nine (9) month employee	10 days
Eleven (11) month employee	11 days
Twelve (12) month employee	12 days

Such 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 Board shall not be allowed any sick leave until he or she reports for duty and actually performs work.

More Information can be found in policy:
FILE: GBRIB
Cf: EGA, GBRI

Personal Leave

All full-time employees of the Zachary Community School Board shall be allowed without loss of pay, up to two (2) days absence during each school year to be used for such purposes as may be determined by the individual employee. Personal leave will only be granted in half-day increments. Personal leave shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken. Personal leave shall be limited to two (2) days per year and personal leave shall not be compensated for upon death or retirement or paid in any other manner except as provided by law.

More Information can be found in policy:
FILE: GBRIA

Professional Leave

The Zachary Community School Board recognizes the value of attending regional and national educational meetings in order to become exposed to new ideas and developments in various areas of public school education. Therefore, the Superintendent or designee may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interests of the school district. The Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Superintendent/designee.

More Information can be found in policy:
FILE: GBRH

Sabbatical Leave

The Zachary Community School Board shall grant sabbatical leave for the purpose of professional or cultural improvement or for medical leave to all teaching personnel in accordance with statutory provisions. Teaching personnel shall include any person employed by the Board who holds a valid teaching certificate issued by the Louisiana Board of Elementary and Secondary Education (BESE) and any social worker, guidance counselor, or school psychologist employed by the Board who holds, as applicable, a valid professional ancillary certificate in school social work, guidance counseling, or school psychology issued by the Louisiana Department of Education.

More Information can be found in policy:
FILE: GBRHA

Military Leave

The Zachary Community School Board shall grant military leave to employees of the Board upon proper submission of an application for such leave. Leave with pay for military purposes shall be granted when leave is not to exceed fifteen (15) days in one calendar year. Leave without pay shall be granted when leave is for more than fifteen (15) days. All requests for military leave shall be presented to the Board for approval and must be accompanied by proper documents attesting to call to duty.

An employee on extended military leave (longer than fifteen (15) days) may be required to apply for reinstatement of his/her former position within thirty (30) days after end of leave; the employee shall then be reinstated at the salary then in force in the salary schedule. The Board may transfer the employee to a position of like seniority, status and pay, if in the opinion of the Board, such action is beneficial to the school system.

More Information can be found in policy:
FILE: GBRID

Jury Duty or Subpoenas

The Zachary Community School Board shall grant a leave of absence to any regularly employed person of the school system who has been called to serve jury duty, or subpoenaed to serve as a witness in a court proceeding, including depositions, on school business. 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.

More Information can be found in policy:
FILE: GBRIH

Leave without Pay

The Zachary Community School Board may grant leaves of absence without pay for periods not exceeding one (1) year to any regularly employed teacher or other employee, who requests such leave in writing, whenever in the discretion of the Board such leave is in the best interest of the public school system. The granting of such leaves shall not affect any tenure rights which the applicant may have acquired.

Requests for leave of absence without pay shall be submitted to the Superintendent or his/her designee, in writing, at least fifteen (15) days prior to the effective date of the leave, whenever possible. The leave request shall be presented to the Board for its consideration.

More Information can be found in policy:
FILE: GBRIJ

Annual Leave

All twelve (12) month full-time employees shall earn annual leave at the following rates based on length of employment:

One to four years	10 days per year
Five to nine years	15 days per year
Ten years or more	20 days per year

Annual leave shall be posted at the beginning of each fiscal year. Annual leave, when not used, shall be allowed to accumulate to the credit of the employees to a maximum of fifty (50) days.

More Information can be found in policy:
FILE: GBRK

Maternity Leave

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

More Information can be found in policy:
FILE: GBRIC

Employee Health and Safety

The Zachary Community School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. The transfer of certain diseases by contact with body fluids may pose a health risk to students, teachers and employees. Therefore, decisions regarding the type of educational and care setting for an infected person should be based on the behavior, neurologic development, and physical interaction with others in that setting. The risk in the school setting should also be considered since children may have a greater risk of encountering infectious agents in a school setting than at home.

More Information can be found in policy:
FILE: GAMF
Cf: [GAMFB](#)

Section III: Training and Professional Development

The ZCSB recognizes the value of professional development and personal growth for employees. Administrators are encouraged to coach employees on specific skill areas where they need help, consider pairing employees with more experienced employees who can mentor them, and put measures in place to help build confidence to improve job performance.

Educational Assistance

The ZCSB recognizes that the skill and knowledge of its employees is critical to student success. Educational Assistance is offered to encourage personal development, and improved job-related skills. The Educational Assistance Program helps employees finance formal education and Praxis exam fees. Educational Assistance does not guarantee continued employment, new job assignments, pay increases, or promotions.

Funding for Educational Assistance is available through Federal and State funds for the purpose of providing opportunities for teachers to take courses which assist in:

- meeting the Highly Qualified Definition,
- broadening job-related academic knowledge, and
- continuing Professional Growth.

More Information can be found online under Personnel and Educational Assistance.

Training and Seminars

The ZCSB provides funding for employees to attend job-related trainings. Approval for trainings is based on factors such as job requirements, employee developmental needs and the availability of budgeted funds.

Evaluation of Professional Staff

The Zachary Community School Board believes the quality of teaching and learning is directly related to the performance of personnel who work in the school district. The School Board, therefore, shall strive to attract, retain, and promote the most highly qualified personnel available for any and all positions of employment in the district. In turn, it is the policy of the School Board to appraise the performance of all personnel in its employ in order to help each individual improve his/her effectiveness, and to estimate individual potential.

Personnel support and evaluation is an integral part of retaining competent professional employees, embracing sound educational principals and ensuring the strengthening of the formal teaching/learning environment. To assist all new teachers in becoming competent, confident, and professional in the classroom, they are assigned a trained mentor and are required to participate in Louisiana Teacher Assistance and Assessment Programs for two years. Moreover, to ensure that all teachers continue to focus on continuous educational improvement, all personnel participate in Zachary Community School System's Personnel Evaluation Plan. This plan is inclusive of ongoing support, classroom observations, teacher evaluations, and professional growth.

More Information can be found in policy:
FILE: GBI and
ZCSB Personnel Evaluation Plan

New Teacher Mentoring

ZCSB offers additional support to its new educators. Beginning teachers will participate in Zachary Induction Program (ZIP).

More Information can be found at: www.zacharyschools.org

Section IV: Employee Benefits

Overview

The Zachary Community School Board offers payroll deductible insurance to all fulltime employees. Our health and related insurance products agency is Gregory and Gregory, Inc. Their phone number is 225-654-3311. Any changes in status of insurance coverage (marriage, birth, death, divorce or overage dependent(s)) must be made within 30 days of the change. Life insurance is also available for all employees. The insurance available is based upon the employee's salary. In addition to the above, the Zachary Community School Board also offers the following insurances to employees: dental, vision, 403B and cancer.

Detail information can be found regarding benefits in the Zachary Community School District Employee Benefits Handbook which is located online at:

http://www.zacharyschools.org/Departments/Personnel/personnel_benefits.html

Retirement/Teachers' Retirement System of Louisiana

Each new employee must enroll either in the Teachers' Retirement System of Louisiana (Regular or Plan A). Listed below are the employee classifications eligible for membership in the respective retirement system. TEACHERS' RETIREMENT SYSTEM OF LOUISIANA (REGULAR)* Administrators, Psychologists, Social Workers, Teacher Aides, School Nurses, Attendants, Teachers (or anyone paid as a teacher)* school Lunch Employees – Plan A Eligibility requirements for retirement are established by the retirement system. The Superintendent/designee shall establish procedures to assist employees by accurately and timely reporting final compensation information to the appropriate retirement system.

Retirement/School Employees Retirement System of Louisiana

Each new employee must enroll either in the Louisiana School Employees Retirement System of Louisiana. Listed below are the employee classifications eligible for membership in the respective retirement system. LOUISIANA SCHOOL EMPLOYEES' RETIREMENT SYSTEM Bus Drivers, Janitors, Bus Attendants, Physical Plant Services, Custodians. Eligibility requirements for retirement are established by each retirement system. The superintendent/designees shall establish procedures to assist employees by accurately and timely reporting final compensation information to the appropriate retirement system

Section V: Departments

Personnel

The personnel department provides the “person power” for the system to function. This office initiates the selection process to hire the best-qualified personnel to match job requirements. This department assists employees (certified and classified) in matters related to leaves, retirements, certification, transfers and associated paperwork. Certificated employees are those whose position description requires a valid Louisiana Teacher’s Certificate. Classified employees are not required to hold a valid Teacher’s Certificate. Official personnel records are developed and maintained by this department. Problems encountered by employees relative to personnel matters are resolved through the efforts of the person in this department.

Please contact the Personnel Department for assistance in the following areas:

- Change in name, address, insurance dependents/beneficiaries, tax withholding, and voluntary deductions.
- Updates of Teaching Certificates, including applications for higher certificates or extensions; adding endorsements, adding higher degrees and changing your names.
- Any questions regarding LaTAAP
- Viewing of your Personnel file

The Zachary Community School Board recognizes that a program of professional development and education is important for the constant professional growth and improvement of an employee. Therefore, professional personnel shall be encouraged to keep up with new developments and take part in development opportunities in their academic fields and to cultivate an open mind and an experimental attitude toward current educational practices.

Business Department

Overview

The Business Department is responsible for the financial accountability of the school board. Financial accountability includes the preparation of annual budgets for the General Operating Fund and all Federal Programs; the proper recording of all revenue from local, state and Federal sources; proper classification and posting of all expenditures; preparation; and processing of bi-weekly payrolls; reconciliation and remittance of all payroll deductions; and the preparation of monthly and annual financial statements. Additionally, the business department has the responsibility to obtain property insurance to protect the assets of the school board and adequate liability insurance to ensure the school board’s protection from litigation. The Business Department has the responsibility of conducting internal audits of the schools and general operating system to ensure compliance with all policies, procedures and statutory regulations.

Payroll

Payday is bi-weekly for all employees. Salary is based on degree and/or years experience. Employees are required to send verification of employment forms to all former employers in order to receive credit for prior experience and vested sick leave. Annual pay is divided into twenty-six (26) equal payments. Dates of paychecks and pay period cutoff dates will be made available to employees each year. Direct Deposit of paychecks is mandatory for all employees.

Mandatory Deductions

Law requires the following payroll deductions:

- Withholding for federal and state income taxes
- Medicare deductions for employees hired after May 1, 1986
- Retirement (FICA for part-time employees)
- Garnishments, tax levies, etc.

Compensation Guidelines/Overtime

All employees shall be compensated according to the School Board schedules. The compensation schedules that shall be reviewed at least every third year to ensure internal consistency and competitiveness with local labor market and regional school systems. Each compensation schedule shall provide for entry-level placement that includes verified prior job-related experience and training. Increments for advanced training and increases for experience shall be granted in accordance with state law and regulations. Substitute employees shall be paid at daily rates by the Board and reviewed for comparability at least every third year. The Board shall approve a schedule establishing the extra compensation that shall be granted to employees who are assigned supplemental duties as authorized by the Board. Supplemental schedules shall be reviewed for comparability at least every third year. Reference: L.R.S. 17:419, 17:423.

The Zachary Community School Board, for purposes of accurate and timely wage and salary determinations, and in an attempt to ensure consistency and fairness in the application and interpretation of federal regulations established in the *Fair Labor Standards Act* (FLSA), are set forth in Policy:

More Information can be found in policy:

FILE: GBAA

Cf: GBA

Pay periods are bi-weekly. Payroll checks are direct deposited according to the schedule. If checks are not deposited within 2 working days after the schedule, the employee should contact Rose Kennedy, Payroll Clerk at 225-658-4969. All employees will be required to use Direct Deposit. This is a mandatory part of the hiring procedure.

Student Assessment and Support Service for Youth (SASSY)

SASSY consists of certified/licensed school social worker, school psychologist, educational diagnostician and school nurses. Services are provided to students three to twenty-two years of age. These services include: academic assessment, emotional/behavioral assessment, homebound instruction, gifted & talented, health assessment, parent consultation and network/link for families to community resources.

Accountability and Testing

The Accountability and Testing department oversees the district testing program which includes the LEAP, GEE, ILEAP and Iowa tests. The department also analyzes student-level data to produce reports that help principals and teachers identify the academic needs of students. School-level data is also analyzed to determine the general areas for school improvement as well as school strengths.

Technology Department

The Technology Department directs the development, implementation and evaluation of the district's comprehensive technology program. The director works closely with teachers and staff in determining their technology needs to better serve the students. All purchasing and installation of hardware and software is coordinated through the Technology Department. The Technology Department is responsible for providing ongoing technology training to all teachers in the district. The director works closely with each School Improvement Team to assist in the integration of technology onto their School Improvement Plan. The Technology Department is responsible for all mandated electronic state reporting.

Communications Department

The Graphic Design/Publicity department is responsible for creating a polished, professional image for the school board through standardization of forms, printing and other design related matters. Requests for the creation of new district-wide forms, as well as the redesign and printing of existing forms should be directed to this department. The department also provides a media liaison for the district by distributing press releases to area media for special events and activities within the district. This department also handles the design and maintenance of the Zachary Community School Board web site located at www.zacharyschools.org. To submit information to be included on the web site you may email the webmaster at webmaster@zacharyschools.org or fax a request form which may be obtained from the main office or on the web site.

Child Nutrition

The purpose of the Child Nutrition Program is to safeguard the health and well being of the systems children by providing nutritionally adequate meals each school day ensuring that participating children gain a full understanding of the relationship between proper eating and good health. In addition, the Child Nutrition Programs provide these children with learning experiences that will improve their eating habits.

National School Lunch and Breakfast Program

The National School Lunch and Breakfast Programs are federally assisted meal programs operating in public schools. They provide nutritionally balanced lunches to children each school day. Districts that choose to take part in the lunch program receive cash subsidies and donated commodities from the USDA for each meal they serve. In return, they must serve lunches that meet Federal requirements and they must offer free or reduced-price lunches to eligible children.

Employment in School Food Service and Nutrition

Employment Procedures

Hiring of all new employees, rehiring of employees and replacement of employees who leave must be approved by ZCSB Personnel Department. The minimum hiring age for regular employment is 18 years of age.

Application Forms and References

All prospective employees must complete a standard application form. In addition, applicants must agree to a criminal background search, drug screening and fingerprinting. SF&NS reserves the right to make full use of references in confirming and evaluating applications. All information furnished will be subject to verification.

Qualifications

Applicants must possess the following

- Ability to work between the hours of 6:30-3:00 M-F (depending upon school assignment)
- Ability to lift up to 30 pounds without assistance
- Ability to keep up with a fast-paced schedule
- Eagerness to learn new skills (i.e., computerized registers)
- Ability to work well with others

Training

All employees are hired as substitutes and his/her starting wage will remain at a fixed standard hourly rate until he/she becomes a regular employee. In order to become regular, all employees must first successfully complete the SFS training course entitled "Tech Prep."

Uniform Guidelines

While on the job, any and all employee uniforms and employee presentation are subject to the approval of management who will determine in its sole discretion what is or is not appropriate.

Employees may choose among the following choices: neat, clean, pressed white uniform of his/her choice or uniforms in approved colors specially designed for our Department. Uniforms may not be made of knit fabric and uniform tops must have sleeves. In addition, pantsuits must have an over blouse which reaches below the hips. Uniform pieces include dresses (knee length), skirts-both split and traditional (knee length), pants and tops (with or without a collar). Non slip shoes are required by all employees. No Shorts are allowed. Uniforms for special events, school activities and clean up days must have prior approval of supervisor.

Hair Nets

A hair net must be worn when preparing or serving food. Hair curlers or headscarves are not permitted. Hair ornaments are not allowed but flat barrettes or combs may be worn under hairnets.

Aprons/Smocks

Two clean aprons (Not plastic) are required each day (one for food preparation and one for food serving) and must coordinate with uniform. Each kitchen staff may choose a particular color/print for all cooks, bakers and technicians to wear, or white may be chosen. Note: managers and assistant managers may wear a white or coordinating color/print jacket, top, or vest only. Technician may wear solid colored jackets.

Sweaters

A white, well-fitting sweater may be worn over the uniform if the temperature warrants.

Shoes

All employees must wear clean, white (black allowed with dark colored uniforms) slip resistant, leather-top (no canvas or cloth) shoes with closed in heels and toes (similar to Nurse's shoe). Regular Tennis Shoes Are Not Allowed. Shoes must be clean, polished and in good condition. Full length hose must be worn when wearing a uniform dress or skirt. Knee-high hose, white socks or socks that match the uniform may be worn only when wearing long pants.

Jewelry

Technicians may not wear any jewelry, except a plain wedding band. Managers may wear a plain wedding band and a watch only. Medical ID tag/bracelet is allowed.

Body Piercing/Tattoos

No jewelry may be worn in association with facial or body piercing. In order to maintain a professional appearance, no offensive or excessive tattoos are allowed.

Fingernails

Fingernails must be short and free of polish. Glue-on nails or nail enhancements are not allowed. Nail tip length may not exceed 1/8". This applies to all employees.

Perfume/Cologne

Heavily scented perfumes, colognes, or dusting powder may not be used.

Hair

In order to maintain a professional appearance, unnatural hair colors (blue, green, red, yellow, etc.) are not allowed.

Phone Usage

Use of the cafeteria telephone by School Food Service employees is limited to emergency calls only. Usage for calls other than emergencies is considered unacceptable during working hours. Use of personal cell phones and beepers is prohibited during working hours.

Use of Radios, CD/Cassette Players

Radios may be played in the kitchen area only during the workday. The radio may not be played during the service of meals or when a function is going on in the dining hall. The music must not be offensive or inappropriate for the school environment and must be at an acceptable volume. Personal walkman/radio headphones and all electric earpieces (i.e., hands-free cell phone head sets) are not allowed.

Absences

When an employee must be absent from work, it will be his/her responsibility to speak to the manager, personally, explaining the reason for absence, as soon as he/she becomes aware of the need for absence.

Clean-Up Days

There will be a maximum of two clean-up days at the beginning and one at the end of each school year. These clean-up days are mandatory. On clean-up days all employees shall wear either an old uniform or comfortable fitting clothing that may need to be discarded afterwards. No shorts may be worn on clean up days.

Evaluations

Cafeteria managers are to evaluate all regular technicians, each school year. Evaluations are used to determine whether an employee is qualified for his/her position and are also used as a factor in determining eligibility for employee transfers. Supervisors will be required to conduct annual evaluations of Managers and Assistant Managers.

Louisiana Educational Leaders Induction Program

All newly appointed principals, assistant principals, and district level leaders with provisional principal or Educational Leader Level 1 certification shall participate in the LELI program.

Educator's Right to Teach

AN ACT to enact R.S. 17:416.18, relative to the rights of teachers; to establish the Educators' Right to Teach for teachers in city, parish, or other local public schools relative to disciplinary matters; to provide for policies enacted or adopted by any city, parish, or other local public school boards; and to provide for related matters.

Be it enacted by the Legislature of Louisiana:

Section 1. R.S. 17:416.18 is hereby enacted to read as follows:

§ 416.18. Educators' Right to Teach; disciplinary actions

(1) A teacher has the right to teach free from the fear of frivolous law suits, including the right 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 R.S. 17:416 through 416.16 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).

(4) 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).

(5) 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 416.16.

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

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

(8) A teacher has the right to be free from excessively burdensome disciplinary paperwork.

B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local school board shall provide a copy of this Section to all teachers at the beginning of each school year.

Approved July 7, 2003.