

**LOUISIANA SCHOOL FOR THE DEAF
REVISED POLICIES AND PROCEDURES
October 28, 2008**

Table of Contents

ADMISSIONS PROTOCOLS	4
<i>Admissions Criteria</i>	4
<i>Admissions Procedures</i>	4
<i>Release Procedures</i>	5
<i>Protocol for Accepting Students with Significant Behavioral Health Needs</i>	6
<i>Sending New or Closed-Out IEP's to Admissions/Records Department</i>	7
COMMUNICATION PROTOCOLS	8
SCPI Protocol for Persons in Direct Care Positions	8
INSTRUCTIONAL PROTOCOLS	9
<i>Staff/Student Arrival Routines</i>	9
Staff Attendance	9
Students Entering the School Building	9
Students Entering the Classroom	9
Student Backpacks	10
Student Lockers	10
Attendance: Tardies and Late Arrivals	10
<i>School Day Routines</i>	10
Restrooms and Water Fountains	10
Visitors on Campus	11
Students Re-entering the Classroom	11
Transitions/Class Changes	12
Delivering Class Materials and/or Messages	12
<i>Dismissal Routines</i>	12
Classroom Dismissal Protocol	12
Leaving the School Building Protocol	13
<i>Student Activities (Field Trips, etc.)</i>	15
<u>Procedures Regarding Athletic Events</u>	15
<i>Staff Professionalism</i>	15
Staff/Student Communication Protocol	15
Staff/Student Interaction Protocol	16
CAFETERIA PROTOCOLS	17
MEDICAL PROTOCOLS	18
ASL Communication Standards for Nursing Staff (LPN and RN)	18
Student Health Center Protocols for Physician's Orders	18
Staff Monitor in Student Health Center from 6am-8am	19
STUDENT LIFE PROTOCOLS	20
Student Arrival - Mornings	20
Daily After-School Checklist Protocol	20
Bed Check Protocol	21
Reporting Protocol for a Physical Fight	22
Reporting Protocol for Possession of Drugs	22
Reporting Procedures for Stealing (On Campus)	23
Reporting Procedures for Stealing (Staff/Student-Witnessed)	23
Reporting Procedures for Stealing (Security Involved)	24
Reporting Procedures Regarding Disclosure or Rumors of Sexual Misconduct or Indecent Exposure	24

Supervision of Students Walking Around Campus Before/After School.....	25
Protocol for Referring Students to the After-School Behavior Center (ABC).....	25
Reporting Procedures: Student Running Away During Off-Campus Activity.....	26
Reporting Procedures: Student Running Away On Campus	26
Reporting Procedures for Suicide Threat/Attempt	27
Protocol for Night Staff Supervisors in the Student Life Division.....	27
Protocol for Orientation of New Hires in the Student Life Division.....	28
TRANSPORTATION PROTOCOLS	32
East Baton Rouge Parish Bus Protocol.....	32
Charter Bus Chaperone Protocol	32
OPERATIONS / SECURITY PROTOCOLS	36
Bathroom Doors: Security Protocol for Barrel Bolts.....	36
Door Ajar / Fire Alarm System Notification Protocol.....	37
Reporting Protocols for Security Staff.....	38
Emergency Text Messaging System Protocol	41
Protocol for Security Patrols, Using the Guard Plus System.....	41
Protocol for Video Surveillance.....	44

Louisiana School for the Deaf

ADMISSIONS PROTOCOLS

Admission/Release Criteria

When a student applies to LSD, the following Admission criteria will be reviewed in conjunction with records received. Continued enrollment at LSD will depend on continuing to meet the criteria stated below.

A separate protocol is in place for students with Significant Behavioral Health Needs (See Section III)

I. Admissions Criteria

- A. Classification of Hearing Impairment (Deaf or Hard of Hearing) in accordance with the Louisiana Pupil Appraisal Handbook.
- B. Ages three through twenty-one (3-21).
- C. Resident of Louisiana
- D. LSD must be considered the Least Restrictive Environment (LRE) at the time of staffing as determined by the admissions/IEP committee.
- E. LSD must be able to provide an appropriate program as determined by the admissions/IEP committee.
- F. Parents are expected to participate in IEP meetings and reevaluations.
- G. Students must be willing to attain sign language skills.
- H. A student must live a non-commuting distance from Baton Rouge to be considered as a boarding candidate. The Administrator of Student Life may consider special circumstances such as participation in sports or daily commute time on an individual basis.
- I. Each boarding student is expected to have the self-care skills (or the ability to develop them) and social skills to share a room with other students and to follow established dormitory rules.
- J. Medically related health and/or safety issues must be within the scope of the established Student Health Services and/or residential program as determined by the Administrator of Student Life and LSD's contracted physician.

II. Admissions Procedures

- A. LEA Request for Enrollment
 - 1. The LEA is responsible for providing documentation of the need for educating the student at LSD to include:
 - i. Documentation reflecting the student's educational/behavioral functioning in the LEA
 - ii. Mode of communication
 - iii. Student's records, including the most recent evaluation, most recent IEP all records and reports regarding grades and high stakes testing, behavior incidents, audiometric data, vision

data, educational progress, immunizations, special health concerns and relevant information from private providers

- B. Parent Request for Enrollment (Parent Option)
1. Parent may request enrollment at LSD
 2. Prior to September 1 of each school year, LSD shall determine starting enrollment and the number of students enrolled to date through the LEA request process and previous parent option students who continue to meet enrollment standards;
 3. The resources available to provide supplementary services beyond classroom instruction for those students is then determined
 4. Parents may write a letter addressed to the Director of LSD requesting that their child be considered for admission to LSD under the Parent Option Law. The letter should include:
 - child's name
 - child's date of birth
 - name of current school
 - parish of residence
 - parent's address and phone numbers.

III. Release Procedures

- A. At each enrolled student's IEP (at least annually) a consideration of the LRE is made.
- B. Should a student's reevaluation determine that Hearing Impairment is not the primary disability and LSD is not the LRE, the student may be referred back to the parish if that is the recommendation of the IEP committee..
- C. A student who cannot conform to a residential setting may be denied admission or continued enrollment as residential student and be released from a BSS. An LEA or parent may seek admission for the student to be enrolled as a day student.
- D. If the student continues to require intense psychiatric care or one-on-one shadowing after research-based behavioral intervention data is gathered and all reasonable intervention strategies are exhausted, the IEP committee will make the determination that LSD would not be the Least Restrictive Environment (LRE) for that student
- E. When the IEP committee considers LRE and the appropriateness of the program for a student, and indications point to a need to consider a placement other than LSD:
 - a. A reevaluation is completed **if** the indicated change is to a more restricted environment.
 - b. The parish of residence Special Education Supervisor is contacted and invited to participate in the IEP or reevaluation/IEP meeting.
 - c. A cover letter and a copy of the reevaluation/IEP is sent to the Division of Improvement and Assistance who will notify the parish by telephone, fax or mail within five (5) business days that jurisdiction has been returned to the parish of residence.
 - d. Exit date will be determined based on:
 - Grading periods in the parish

- Grading periods at LSD
 - Procuring support needs within a reasonable time (10 business days)
 - Ability of the student to function within the LSD environment (school and boarding facilities, e.g., if the student is a danger to himself or others).
- e. LSD will release student from SER and exit the student from SIS.
 - f. Should the parents of the student disagree with LSD and/or the parish regarding the LRE, due process rights may be initiated.

IV. Protocol for Accepting Students with Significant Behavioral Health Needs

The following must take place before a student with significant behavioral health needs can be recommended for admission to LSD:

1. Records Required
 - Release forms signed
 - School records including disciplinary actions (suspension, etc.) received
 - Residential or out-patient treatment records received
 - Discharge plan from treatment program received
 - Other relevant records as required by the school

2. Procedure
 - Records reviewed by school staff
 - Records reviewed by consulting psychiatrist
 - Home visit by school personnel
 - Student visit to the school
 - Evidence of mental health service provision:
 - An identified local mental health service provider (LSD has a contracted psychiatrist)
 - Phone contact by school with local mental health agency providing treatment to verify involvement
 - Written description of supports in place to maintain the student's stability in home and community environments
 - Other information as requested
 - Functional Behavioral Assessment (FBA) completed, Individual Behavior Intervention Plan (BIP) developed

3. IEP Team Meeting
 - Based on the above information, the IEP team will determine the appropriateness of LSD's program and the supports necessary if the student is to attend LSD

*Includes, but is not limited to:

- Students with histories of significant behavior problems in school
- Students classified as emotionally disturbed (ED)
- Students previously placed in a mental health treatment program
- Students with criminal histories including, but not limited to, drug offenses, weapons violations, violent crimes, sex offenses, or other safety related illegal behavior

V. Sending New or Closed-Out IEP's to Admissions/Records Department

Purpose: Timely and complete record Keeping

Procedure: The new IEP must be delivered to the Admissions Office within one business day after the IEP has been written, following the procedure listed below.

PLEASE ATTACH ALL OF THE FOLLOWING:

- Copy of new IEP
- Closed Out Original IEP and the following attached documents:
 - IHP, Emergency Plan, Behavior Management Plan (BMP), if applicable
 - Any/all supplemental pages, i.e.:
 - LAA Participation Criteria
 - Five Year Plan
 - Parent Consent form for Pre-GED/skills Options
 - Certificate of Achievement – Criteria Form
 - Due Process Checklist
 - Monitoring Form (IEP Record Review)
- All Parent Notification letters/documentations
- Grades
- Progress Notes
- Student Portfolio

IEP Teacher

Supervising Teacher

If this information is not received in the Admissions/Records office within 24 hours, Admissions/Records office staff will notify the homeroom teacher, Supervising Teacher and Administrator of Teaching and Learning through e-mail.

Louisiana School for the Deaf COMMUNICATION PROTOCOLS

1. SCPI Protocol for Persons in Direct Care Positions

Purpose:

To create a language-rich environment at LSD in which every direct care employee is able to communicate using American Sign Language (ASL) with students, parents, visitors and/or colleagues at a level appropriate to his/her position. This will give persons who are deaf full access to communication and will create opportunities for incidental language learning by students.

Procedure:

The procedures outlined below are in accordance with the Sign Communication Proficiency Interview (SCPI) Operational Procedure **[note some language modification/additions may need to be made in the SCPI OP to support this protocol]**. Employees are responsible for ASL communication skills development to achieve the minimum levels needed for EJP. When possible, LSD will make available appropriate training during an employee's regular work hours. When this is not possible, employees may be required to attend training outside their regular work hours.

Until direct care employees achieve the minimum established SCPI for effective job performance (EJP), he/she will participate in the ASL Mentorship Program (ASLMP).

*Newly hired or current employees who do not meet the EJP for his or her position:

1. will take the SCPI (as scheduled).
2. will be placed on a supervisory work plan by his or her supervisor working towards achieving the SCPI EJP established for his/her position.
3. will participate a minimum of 25 hours of ASL instruction/training. Instruction/training may occur before/after employees regular work hours.
4. will actively participate in the ASL Mentorship Program.
5. and who do not have an SCPI rating of Intermediate or higher will be assigned an ASL Mentor who will be present with him/her during direct care instruction/learning activities.

*Newly hired employees will be screened by an ASL Mentor prior to being hired to determine if he or she possesses sufficient ASL skills to perform the duties necessary for the position being recommended to fill. Special considerations may be made in hiring personnel into critically needed positions. In such cases, the supervisor will be responsible for assuring that the employee is provided with an ASL Mentor who will be present with him/her during direct care instruction/learning activities.

Effective November 3, 2008, personnel who have not achieved EJP for the position that they occupy will not obtain tenure or permanent status. Classified employees have up to two years to obtain permanent status in accordance with Civil Service Rule 9.2

Unclassified employees may be rehired on a substitute basis if the school is unable to hire a qualified individual.

Instructional personnel eligible for the 10% pay supplement for having “deaf education certification” will not receive supplement until the EJP is achieved. Employees who are detailed into a position on a temporary basis must meet the EJP for the position in which they maintain permanent.

Louisiana School for the Deaf INSTRUCTIONAL PROTOCOLS

II. Staff/Student Arrival Routines

1. Staff Attendance

- Teachers and Paras must clock in and clock out at the department offices
- Teachers and Paras must notify their supervisor of any absence/tardy prior to 7:30
- If notification does not occur prior to 7:30, staff will be charged with Leave Without Pay in accumulated 30 minute increments
- If notification has occurred prior to 7:30 staff may take appropriate leave
- Personal leave must be approved in advance
- An absence of 16 minutes to 30 minutes shall be recorded as one-half hour. (Document No. EOP 3.1)
- When an employee exhibits a pattern of tardiness, minutes shall be accumulated and deducted as leave without pay. In addition, the employee may be disciplined. (Document No. EOP 3.1)

2. Students Entering the School Building

- Parent drop off Students will be met by staff if dropped off at the Elementary building. Elementary students may not be dropped off earlier than 7:45 and must be dropped off no later than 8:00.
- Elementary staff will assist students exiting the cars and will escort them into the building into the common lobby area.
- Middle school and High school students must be dropped off at the flag pole/ Admin Building and will be escorted to the cafeteria by designated duty staff. Students can be dropped off between 7:00 and 7:30 for breakfast. See morning duty schedule. After 7:30, students must be brought to the school offices to be signed in.
- No electronic devices permitted at school
- Day pupils must turn in all devices to the office upon entering the building
- Supervising Teachers are to stand at the door to greet students

3. Students Entering the Classroom

- Teachers are to stand in the door during class changes to greet/dismiss students
- Teachers are to monitor hall and classroom
- Teachers are to have bell ringer activity in place

4. Student Backpacks

- No electronic devices permitted at school such as cell phones/pagers, iPods, game boys, etc
- Random checks will occur

5. Student Lockers

- Locker access only permitted during class change time
- Staff are to supervise students while at lockers
- If needed, student permitted to go to locker with staff

6. Attendance: Tardies and Late Arrivals

- First hour teacher takes attendance by 8:15 and enters into JPAMS
- Morning report is emailed to teachers
- During the remainder of the day teachers report any changes from the morning report to secretaries and Supervising Teacher
- Teachers will enter students who are tardy to class throughout the day
- Late arrivals must sign in at the office and will be escorted to class
- Early exit must sign out at the office
- Secretaries will enter late arrivals and early exit into JPAMS

III. School Day Routines

1. Restrooms and Water Fountains

Purpose:

Supervision of students using the restrooms during the school day

Procedure:

- All restrooms will be locked. Designated staff will have keys.
- All staff will stand in halls and designated staff (closest to restrooms) will supervise that only one student at a time enters the restroom during class changes.
- Emergency restrooms are designated in the Special Needs wing, where a Paraeducator will be able to unlock and supervise student use during classes or in an urgent situation.
- PE Locker rooms/ restrooms will be locked when not in use
- PE Locker rooms will be supervised by two staff when in use
- Security Protocol for Restrooms will be followed, see Security Protocol section

Precautions:

- Be sure that only one student is in the restroom at a time
- Be sure that students are escorted if urgent situations arise outside the scheduled times.

Equipment Required:

- Locks on all restroom, keys to designated personnel
- Staff instructed as to procedures prior to students return

2. Visitors on Campus

Purpose: Supervision and control of visitors to the buildings

Procedure:

- All visitors must sign in at the guard station and receive a badge with their name and destination printed on it.
- All visitors must sign in and out at the department office of which they are visiting.
- Upon entering the building and signing in at the office, visitors will be escorted to their designated area.
- No visitors will be permitted without an appointment or visitor's badge.
- No former students will be permitted to visit during school hours unless specific appointments have been set.
- Visitors will not be permitted to walk the campus.
- All staff are to question visitors and assist them to their designated areas.

Precautions:

All staff are to be aware of visitors on campus and take action to assist them to their designated areas, if needed.

Equipment Required: ID visitor badges

3. Students Re-entering the Classroom

Purpose: Supervision of students dealing with the Student Health Center and other services.

Procedures:

- All students will be escorted to or from the Student Health Center (SHC) during the school day.
- If a student becomes ill, staff must notify the office and an escort will bring the student to the SHC.
- SHC staff must notify departments when a student is released and SHC staff are to escort them to the department or request an escort from the school.
- SHC needs to supply the departments with times that students need to take medications to assist in assuring students take their medications regularly.
- Lunch/Midday medication schedules will be set and students will be escorted to and from the SHC by staff.
- Ancillary staff must come to the classroom to escort students to and from appointments and services (Evaluation, speech, counseling, OT, PT, etc.)

Precautions: Staff are to assure that students are never sent somewhere without an escort. Students are not permitted in the halls during class periods and are to be walked to and from all appointments or services.

Equipment Required: Medication schedules for students by departments

4. Transitions/Class Changes

Purpose: Ensure that all students are supervised during transitions from classes, appointments or special activities

Procedures:

- Staff will escort their classes to all special activities and remain with them throughout the activity or event.
- Staff will escort their students to designated doors in each department for lunch, PE and daily dismissal.
- Duty staff will escort student to and from activities and remain with them for supervision during the activity when needed (cafeteria, auditorium, bus stop, dorm, special events).
- Duty schedules will be provided to each staff in High school and Middle School for supervision. Buddy system is to be set and a staff's Buddy is to cover when they are absent.
- Elementary students are to remain with their Teachers or Paraeducators at all times.
- "Buddy System" is a pairing of two teachers to cover duties or supervision of students when one is absent. Lists of buddy systems will be in the secretary's and Supervising Teacher's offices.

Precautions:

All staff are responsible for supervision of any students in their presence at all times.

Staff are to be sure their Buddy System is in place and that they have informed their supervisor of their buddy.

5. Delivering Class Materials and/or Messages

Purpose: Ensure that students remain in classrooms

Procedure:

- Students are not permitted to bring messages to the office, get materials from the office, pick-up copies from the copier or run errands during class times.
- If materials or information is needed, a staff may page the office for assistance.
- If matter is urgent, Secretary or Supervising Teacher will assist with needs.

Precautions:

- **Be sure that no students are walking the halls unescorted for errands.**
- **All staff must stop and question students in the halls and walk them to their designated areas.**

IV. Dismissal Routines

1. Classroom Dismissal Protocol

Purpose:

To ensure that students and staff follow correct procedures when students must transition from classroom to classroom (or other areas of the school).

Procedure:

1. Teachers and/or paraeducators must physically be with their students to provide optimum supervision at all times.
2. Students must remain in their assigned classrooms at all times.
3. Should it become necessary for a student to leave the classroom the following procedure must be followed:
 - Students are to be escorted to and from activities, appointments, and other pertinent areas on the school campus by ancillary staff or other adults as assigned.
 - Should an emergency arise and it becomes necessary for the student to leave the classroom setting, the student will be escorted by a staff member (paraeducator, another teacher or other staff member) to the appropriate place.
 - The teacher or other staff member is responsible for informing the supervising teacher or her designee of the emergency situation.
4. Should the teacher find it necessary to leave his/her assigned classroom while students are in his/her care, the following procedure will be followed:
 - The paraeducator (if one is assigned to the classroom) will take over continuing the daily routine of the class or
 - The teacher will bring their students with them to their destination or
 - The teacher or supervisor will distribute students between various other staff members until such time that the teacher can resume the responsibility for his/her classroom duties.

Precautions:

- At no time will a student be given a pass and allowed to go to their assigned destination without adult supervision.
- If a student is observed walking the halls unescorted, it is the duty of the staff member to investigate the situation and report such to his/her supervising teacher.

2. Leaving the School Building Protocol**Purpose:**

To provide maximum supervision for students as they transition from the instructional setting to dormitories and/or school buses.

Procedure:

(Monday – Thursday)

Elementary School -

- All staff that is assigned to bus/car pick up duty will be at their designated posts by 2:55pm.
- All students will exit their classrooms with their assigned teacher and/or paraeducator.

- All students will remain with staff as they are escorted to the parent and bus pick-up areas and to their respective dormitories.
- Staff will check off the names of students as they are picked up by their parents each day.

Middle School –

- Staff will be stationed at the exit door near the secretary's office as the students leave the school building.
- Paraeducators will escort students to the dorm and/or bus pick-up area as designated by the duty schedule.

High School –

- Staff will be stationed at exit doors to supervise students and they transition through the school building to leave for the school day.
- Staff will escort students to their lockers and exit doors located leading the High School dormitory.

Fridays

Elementary School –

- All staff that is assigned to bus/car pick up duty will be at their designated posts by 2:25pm.
- All students will exit their classrooms with their assigned teacher and/or paraeducator.
- All students will remain with staff as they are escorted to the parent and bus pick-up areas and to their respective dormitories.
- Staff will check off the names of students as they are picked up by their parents each day.

Middle School –

- Middle School students will meet and exit through the North wing doors (near the green house) and be escorted to the front of the PEC and dormitories where Dorm staff will be and Dorm staff will take over supervision.

High School

- High School students will be escorted to the front of the PEC and dormitories where Dorm staff will be and Dorm staff will take over supervision.

Precautions:

- Students will exit the school building at the same time unless authorized (by supervisory staff) to leave at a later time.
- Supervision will be provided as students exit the school building.
- Supervision will be provided at the assigned school bus stops.
- In the event an elementary school teacher's paraeducator is not available to take over supervision of his/her class during duty time, the teacher will bring her students on duty with him/her. When school is dismissed, the teacher will enlist the assistance of a teacher on the specific Wing to assume responsibility of getting his/her students to the dorm and/or other bus pick up areas.

V. Student Activities (Field Trips, etc.)

1. Procedures Regarding Athletic Events

ON Campus Events

1. Players monitored in dressing rooms by head or assistant coach at all times.
2. Dressing rooms locked as teams leave by designated on-site monitor.
3. Players escorted back to dorm after practice or games.
4. Practice roll-call taken everyday.
5. Public restrooms unlocked during contests and relocked at conclusion of the event.
6. The front doors of the PEC will be the only entry into an athletic event, the back doors will remain locked.
7. During outdoor competitions the dorm will send staff to help monitor students and help escort them to their rightful place.
8. On-site monitor – (dorm staff, school staff, Athletic Director, or security guard)
 - Walk hallways / stadium
 - Check doors and rooms
 - Assist visitors and fans
 - Check concessions for needs
 - Check admissions for needs
 - Monitor entire facility for safety and maintenance needs that may arise

Events Involving Bus Trips

1. An organizational seating chart will be in place for all trips.
 - a. Boys in back / Girls in front, for all coed trips.
2. Coaches seated throughout the bus for supervision.
 - a. Between girls and boys sections.
 - b. At the back of the bus.
3. The bus will be locked after students exit the bus.
4. The students will be monitored on the bus at all times.

VI. Staff Professionalism

1. Staff/Student Communication Protocol

Purpose: Outline of procedures for proper staff/student communication

- **Procedure:** Teachers and Paras should never give or receive phone numbers, pager numbers/addresses, email addresses, instant messaging user names, etc. Staff members may not communicate with students electronically.
- **Consequences:** Failure to comply with this procedure will result in disciplinary action up to and including termination.

2. Staff/Student Interaction Protocol

Purpose: Outline procedures for proper staff/student interactions

Procedure: Every student enrolled at the Louisiana School for the Deaf is an expression of the trust and confidence that his/her parents have placed in this School. **Every school employee is expected to serve as a role model for the student.** Use of good judgment and avoidance of actions that might jeopardize one's integrity is expected. All students, teachers and staff participate in a "Boundaries" workshop in which the participants are taught the differences in appropriate and inappropriate relationships between staff and student. A boundary is not only the physical space between people but a way of defining someone's privacy, a show of respect and a means to provide for a comfort zone. Maintaining appropriate boundaries helps build healthy relationships, fosters emotional growth and maintains order and a healthy climate. Teachers must maintain sexual, emotional, psychological and personal boundaries.

The expectation of any adult on the campus is to be a model of proper and appropriate decorum and to avoid all perceived, or actual, inappropriate contact with any student or staff person. (*Reference: Employee Operational Procedures/EOP 2.4*)

- Teachers and Paras must attend a mandatory meeting on "boundaries"
- Teachers and Paras sign that they have attended the meeting and understand the rules and implications of inappropriate relations between them and the students
- Teachers and Paras who have been inappropriately approached by a student should inform the social worker, counselor, supervisor or school psychologist.

Actions to be avoided by staff, include but are not limited to:

- Presentations of inappropriate gifts to students
- Suggestive or inappropriate e-mails to students
- Dating students
- Inappropriate comments
- **Ongoing electronic or personal conversations with students**
- Inappropriate personal discussions
- Flirting

Consequences: Any behavior deemed to be inappropriate or behavior that over-steps the boundaries of a student/staff relationship on or off campus, during or outside of school hours, with or without the consent of the student's parents, whether or not the student has reached the age of majority may result in disciplinary action up to, and including, termination.

Louisiana School for the Deaf
CAFETERIA PROTOCOLS

Louisiana School for the Deaf

MEDICAL PROTOCOLS

1. ASL Communication Standards for Nursing Staff (LPN and RN)

Purpose:

The Student Health Center Nurses utilize ASL and medical ASL to communicate with the students of LSD to facilitate understanding between both nurses and students when addressing ailments, daily medications, and preventative measures confronted by students on a daily basis and during special circumstances

Procedure:

Applicants with sign language skills are preferred.

The nurses' ASL communication skills are screened within the first two weeks of hire and nurses are rated within 6 months of hire using the SCPI Rating Scale.

Nurses will undergo a week long New Hire Training, Sign language instruction is part of that training.

Nurses hired who are below Advanced Level, must participate in the immersion program or participate in a deaf mentorship program, meeting daily with a deaf mentor.

Nurses are expected to increase their ASL communication skills by at least one-half level on the SCPI scale per school year until Effective Job Performance level (EJP) is reached.

All Good Faith Effort (GFE) requirements must be fulfilled, as stated in policy, until the EJP is attained.

Precautions:

Nurses not meeting the EJP level within two years of hire will be terminated from employment

When with students, nurses functioning below their EJP must be accompanied by another staff member who has met their EJP level.

2. Student Health Center Protocols for Physician's Orders

Purpose:

Physician's orders for medications must be on file in the student's school health record before we can administer ANY medication at school, pursuant to Louisiana Law (R.S. 17:436.1, 2001).

Procedure:

All Students receiving medication in the Student Health Center (SHC) must have appropriate, completed and signed orders from a licensed prescriber on file in the medical chart

The document for Physician's Orders is provided to parents annually in the Registration Packet mailed from the school

The form is also provided on the school website

Orders not on the appropriate form will be accepted at the discretion of the receiving nurse.

All information required must be completed and legible.

For students who are at school, and have medication that must be given (as withholding medication would cause serious or otherwise dangerous health or behavioral conditions to exist if medication is not given):

Notify school pediatrician for order to administer medication

If orders provided by pediatrician are received, student may remain at school until school pediatrician's order discontinues.

Notify parent that medication can be given until the discontinue date from pediatrician.

When that time arrives, the student will need to be picked up from school until medication orders are received by the school

The nurse will notify Admissions and Records that the student will be out of school pending medication orders, so that the determination can be made to provide for continuing educational services while out of school.

If orders NOT provided by school pediatrician, the student must be picked up or transported home immediately.

3. Staff Monitor in Student Health Center from 6am-8am

Purpose: The purpose of the staff monitor is to assist with student supervision and communication from 6am-8am in the Student Health Center.

Procedure:

- Assigned monitor will possess EJP sign language level.
- The monitor will come to the Student Health Center (SHC) from 6am-8am.
- The monitor will be responsible for assisting with student supervision while the students of varying ages line up for medication or nursing care.
- The monitor will assist nurse in ASL communication if needed.
- The monitor will ensure that only one student enters the bathroom at a time.
- The monitor will report any unsafe or security concerns to the nurse.

Equipment Required:

- **Field notebook**
- **Ink Pen**

Louisiana School for the Deaf

STUDENT LIFE PROTOCOLS

1. Student Arrival - Mornings

Purpose: To ensure the safety and security of students arriving on campus for school each morning.

Procedure:

1. Two paraeducators are assigned to report to the “drop off” location at the front of the Administration Building by 7:00 a.m. to receive students.
2. As buses/parents arrive with students, paraeducators are to help unload the students.
3. One paraeducator will escort students to the cafeteria while the other paraeducator will remain at the drop off location to receive students (alternate). The students are supervised by the dorm staff on duty in the cafeteria.
4. Paraeducators are to check the students’ names on the checklist as the parish buses arrive. The transportation coordinator collects the checklists every Friday afternoon.
5. When students arrive to campus after 7:45 a.m., they are to be dropped off at their respective school buildings.

Equipment Required: Student Checklists; ink pen

2. Daily After-School Checklist Protocol

Purpose: The purpose for completing the daily checklist is to document the student whereabouts every 30 minutes. The daily checklist will serve as communication between staff members supervising a certain group of students.

Procedure:

- Dorm staff will do a written check of student whereabouts from 3pm until bedtime and from 6am until the student enters school using the daily checklist.
- On the back of the daily checklist each Residential Advisor will be required to document their time in and time out of work for the day.
- The checks will be completed every 30 minutes by the dorm staff.
- At the end of the day the Residential Advisor will be required to submit the daily checklist to the Residential Advisor Supervisor
- The Residential Advisor Supervisor will review the bed checklist for accuracy and initial. The Residential Advisor will then be required to submit the form to the Residential Team Leader.

- The Residential Team Leader will review the bed checklist for accuracy and initial.
- If any errors are noticed on the daily checklist the supervisor is to return the checklist to the dorm staff member and question about the errors. The form should then be corrected and initialed by the dorm staff.
- The Residential Team Leader will submit the daily checklist to the Student Life Office for filing.

Equipment Required:

- **Daily Checklist**
- **Ink Pen**

3. Bed Check Protocol - Guard Plus (Pipe System)

Purpose: The primary purposes of student bed checks are to ensure the safety of all students in our care. Bed checks are completed in 15 minute intervals to ensure the safety of each residential student. Bed checks will also document student whereabouts if the student is not in the bed during the bed check.

Procedure:

Prior to the beginning of bed checks, dorm staff should ensure they are equipped with the necessary equipment and supplies. An effective bed check requires the following:

- Field Notebook
- Ink Pen
- Guard Plus Reader and Incident Wallet
- Reading light

At midnight, the dorm staff are to give “The Pipe” readers, incident wallets, and reading light to the night staff (12am-8am).

It is very easy for officers to become complacent when making the same bed checks over and over again, therefore, it is recommended that the dorm staff rotate rounds if more than one dorm staff is available on duty.

The main responsibility of the dorm staff while performing rounds is to ensure the safety of each residential student. Therefore, dorm staff must be alert and report such information as:

- If a student is not feeling well.
- If a student is missing from his/her bed.
- If a student is out of his/her bed.
- If a student has gone home.
- If a student is on an overnight school trip.
- If a student is in the Student Health Center.
- If a student is in the bathroom.

Dorm staff are required to follow the reporting processes located in the “Important Information” binder should an incident occur. Staff members will issue consequences as established in each dorm’s Behavior Program.

Equipment Required:

- **Reading Lights with spare batteries readily accessible**
- **Guard Plus “Pipe” reader**
- **Guard Plus “Incident Wallet”**

4. Reporting Protocol for a Physical Fight

Procedure:

- If a fight should occur between students, then the staff member should clear the area of staff and students that are not involved with the fight to ensure student safety.
- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved in the fight? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the fight occur? (Time)
 - ✓ Where did the fight happen? (Place)
- Staff should take the students that were involved with the fight to the Student Health Center.
- Residential Team Leader/Student Development Specialist will contact the students’ parent.
- Staff must document the incident on a Discipline Referral Form and turn the report in to your immediate supervisor.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.
- Student will receive consequences as outlined in the dorms’ Behavior Program.

5. Reporting Protocol for Possession of Drugs

Purpose: To provide Student Life staff with the procedures to take should a student possess drugs.

Procedure:

- If a staff member is aware that a student is in possession of drugs the staff member needs to contact their immediate supervisor.
- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did this occur? (Time)
 - ✓ Where did the incident happen? (Place)
- Staff must document the incident on a Discipline Referral Form and turn the report in to their immediate supervisor.

- Residential Team Leader/Student Development Specialist will contact Baton Rouge Police Department. LSD Security will be notified that the Police are on the way to campus.
- Residential Team Leader will contact the student's parent to inform them of the incident.
- Residential Team Leader/Student Development Specialist will summarize the incident and email it to the necessary Student Life and Instructional staff members.
- Student will receive consequences as outlined in the dorms' Behavior Program.

6. Reporting Procedures for Stealing (On Campus)

Purpose: To provide Student Life staff with the procedures to take should a staff become aware that a student is stealing.

Procedure:

- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the incident occur? (Time)
 - ✓ Where did the incident happen? (Place)
- Residential Team Leader / Student Development Specialist will investigate the incident. If the stolen items were taken from a local store the Residential Team Leader / Student Development Specialist will contact the store manager and make arrangements for the items to be returned. If items were stolen from another student the Residential Team Leader will meet with the students involved.
- Residential Team Leader will contact the students' parents and inform them of the incident.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.
- Student will receive consequences as outlined in the dorms' Behavior Program.

7. Reporting Procedures for Stealing (Staff/Student-Witnessed)

Purpose: To provide Student Life staff with the procedures to take should a staff or another student witness a student stealing.

Procedure:

- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the incident occur? (Time)
 - ✓ Where did the incident happen? (Place)
- Staff should approach the student and question the student to get more information on the situation that they have witnessed.
- Staff must bring the student to the store to return the stolen items.

- Staff must remain with the student while the student receives consequences from the store manager / security.
- Residential Team Leader will contact the students' parents and inform them of the incident.
- Staff must document the incident on a Discipline Referral Form and submit to their supervisor.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.
- Student will receive consequences as outlined in the dorms' Behavior Program.

8. Reporting Procedures for Stealing (Security Involved)

Purpose: To provide Student Life staff with the procedures to take should a staff become aware that a student is stealing and Security of Police are involved.

Procedure:

- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the incident occur? (Time)
 - ✓ Where did the incident happen? (Place)
- Staff and students must wait at the location for further instructions from security.
- Staff must document the incident on a Discipline Referral Form and submit it to your supervisor.
- Residential Team Leader will contact the students' parents and inform them of the incident.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.
- Student will receive consequences as outlined in the dorms' Behavior Program.

9. Reporting Procedures Regarding Disclosure or Rumors of Sexual Misconduct or Indecent Exposure

Purpose: To provide Student Life staff with the procedures to follow should a staff be informed that a student was involved with sexual misconduct or indecent exposure.

Procedure:

- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the incident occur? (Time)
 - ✓ Where did the incident happen? (Place)
- Residential Team Leader / Student Development Specialist and Residential Therapeutic Specialist will interview students to gather the facts.

- Residential Team Leader/Student Development Specialist/Residential Therapeutic Specialist will refer the student to the Student Health Center.
- Residential Team Leader will contact the students' parents and inform them of the incident.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.
- Administrator of Student Life will contact OCS.
- Student will receive consequences as outlined in the dorms' Behavior Program.

10. Supervision of Students Walking Around Campus Before/After School

Procedure:

- All students must be escorted by a dorm staff while walking to any location on campus during after school hours.
- At no time shall a student be allowed to walk unsupervised on campus.

Equipment Required:

- Field Notebook
- Ink Pen

11. Protocol for Referring Students to the After-School Behavior Center (ABC)

Procedures:

For all dorms

When a student violates Class A, Class B, repeated Class C, these steps need to be completed in order to refer the student to ABC.

- 1) Complete referral form and attach DRF's and IR's (make sure the originals go to Administrator of Student Life office). Paperwork must be completed before the student can be assigned to ABC.
- 2) Make sure the student is notified of the ABC assignment and have the student sign the referral form before the student is sent to ABC.
- 3) Place referral form and reports in ABC mailbox in assigned mailbox in each dorms and/or in Student Life Office.
- 4) ABC SDS will email the ABC notification list and complete brown bag request form.
- 5) Dorm SDS will be expected to be present in one of the PATHS group before the student can return to assigned dorm.

For Elementary dorm and STAR program

- 1) Complete referral form and attach DRF's and IR's (make sure the originals go to Administrator of Student Life office). Paperwork needed to be completed before the end of the day.
- 2) Contact ABC SDS or Rhonda Fung as you send the student to ABC immediately.
- 3) The student will start in the cool-off room and work out through transition to the ABC community.
- 4) Dorm SDS will be expected to be present to discuss with the student for the student to complete his/her ABC assignment.

12. Reporting Procedures: Student Running Away During Off-Campus Activity

Purpose: To provide Student Life staff with the procedures to take should a student run away while on an off campus activity. (Staff does not see the student.)

Procedure:

- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the incident occur? (Time)
 - ✓ Where did the incident happen? (Place)
- Staff must contact local police department.
- Staff must wait for directions from local police department.
- Staff must ensure safety of other students in the group.
- Residential Team Leader will contact the students' parents and inform them of the incident.
- Staff must document the incident on a Discipline Referral Form and submit to their supervisor.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.
- Student will receive consequences as outlined in the dorms' Behavior Program.

13. Reporting Procedures: Student Running Away On Campus

Purpose: To provide Student Life staff with the procedures to take should a student run away on campus. (Staff does not see the student.)

Procedure:

- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the incident occur? (Time)
 - ✓ Where did the incident happen? (Place)

- Staff must contact local police department, LSD Security, and the Student Health Center.
- Staff must ensure safety of other students in the group.
- Residential Team Leader will contact the students' parents and inform them of the incident. Residential Team Leader will inform parents that they will continue to contact them as they receive information.
- When the student is found the student must be taken to the Student Health Center.
- Staff must document the incident on a Discipline Referral Form and submit to their supervisor.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.
- Student will receive consequences as outlined in the dorms' Behavior Program.

14. Reporting Procedures for Suicide Threat/Attempt

Purpose: To provide Student Life staff with the procedures to take should a student threaten or attempt suicide.

Procedure:

- Staff must bring the student to the Student Health Center.
- Contact your immediate supervisor and report the following information:
 - ✓ Who was involved? (Names of Students)
 - ✓ What happened? (Give details, be factual)
 - ✓ When did the incident occur? (Time)
 - ✓ Where did the incident happen? (Place)
- Residential Team Leader/Student Development Specialist must contact the Residential Therapeutic Specialist to inform them of the situation.
- Staff must ensure safety of other students in the group.
- Residential Team Leader/Residential Therapeutic Specialist will complete the Suicidal Assessment and email necessary information to the Instructional/Student Life Staff. Residential Therapeutic Specialist will make the decision if the student needs to be taken to the hospital or if the student should sign the "No Harm Contract." If it is recommended that the student sign the contract but the student refuses to sign, the student will be taken to the hospital.
- Residential Team Leader will contact the students' parents and inform them of the incident.
- Residential Team Leader will assign a staff member to supervise the student until the parent arrives.
- Staff must document the incident on a Discipline Referral Form and submit to their supervisor.
- Residential Team Leader/Student Development Specialist will summarize all information pertaining to the incident and email the necessary Student Life and Instructional Staff.

15. Protocol for Night Staff Supervisors in the Student Life Division

Purpose: To serve as lead person of the Residential Advisors working from 12am – 8am Monday – Friday. To assist with student supervision from 12am-8am.

Procedure:

- The night staff supervisor will work from 12am-8am Monday through Friday.
- The night staff supervisor will do rounds of each dorm at 12am to ensure all night staff reported for duty.
- The night staff supervisor will check emails and complete staff evaluations and required paperwork from 1am-2am.
- The night staff supervisor will meet with the Residential Team Leader several times a month from 12am – 2am.
- The night staff supervisor will do dorm checks every 30 minutes beginning at 2am. For example, 2am-2:30am observe elementary girls dorm, 2:35am-3:05am observe elementary boys dorm, 3:10am-3:40am observe middle school girls dorm, etc. The night staff supervisor will also complete random checks of each dorm to ensure staff members are performing their duties appropriately.
- If a night Residential Advisor calls in / does not report for work the night staff supervisor will fill in for that staff member or contact a substitute Residential Advisor to report to duty that night.
- The night staff supervisor will complete emails, paperwork, and staff evaluations from 5:45am-6:15am.
- The night staff supervisor will ensure that the staff members have arrived to the Administration Building at 7am for morning bus duty.
- At 7:05am the night staff supervisor will report to the cafeteria to monitor students and staff members. The night staff supervisor will monitor the elementary, middle, and high school cafeterias from 7:05am – 8am.

16. Protocol for Orientation of New Hires in the Student Life Division

Purpose: To inform Staff Development Specialist responsible for the mandatory new hire orientation (NHO) that all new employees need to complete upon start of employment with Louisiana School for the Deaf (LSD). In addition, all new hires will receive assistance with completion of all mandatory¹ paperwork that is required for employment.

Procedure:

Training Schedule

New employees to start employment at LSD have to complete New Hire Orientation before working in the after school program at the dorm.

Note: Deaf employees will not be scheduled for American Sign Language classes. Hearing Employees will be scheduled for American Sign Language classes.

Staff Development Specialist Responsibility

¹ Authorization for Release of Personal Information, Background Check, Change of Name/Address, Driver Authorization, I-9 Employee Eligibility Form, L-4 Louisiana Withholding Form, W-4 Federal Withholding form and Direct Deposit Form.

Upon acceptance of a job offer from new employee, the Staff Development Specialist (SDS) will:

- Ensure new hire attend, full 40 hour New Hire Orientation.
- Ensure new employees receive New Hire orientation packet.
- Maintain roster sheet for workshops and keep track for new employee's professional development.
- Verify completion of Supervisor's Orientation checklist.
- Verify completion of Induction.
- Verify completion of sign Communication Proficiency Interview.

Administrative Department Responsibility

The Administrative Department will maintain a centralized roster of names and start dates for all employees. The following table describes the Administrative process of new hires:

Stage	Description				
1	Schedule new employees for New Hire Orientation (NHO)				
2	Contact new employees with a LSD Welcome Letter, which may include: *notification to attend to NHO. *instruction for reporting to work. *a copy of dress code policy				
3	Assist new employees with completion of forms ² , as required based on appropriate workshops that they have to attend.				
4	Verify all required forms are completed and signed.				
5	Submit forms to Human Resources and Student Life.				
6	Ensure that the new employees meet 40 hours for NHO. They should at least complete the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Professional Development</th> <th style="width: 50%;">Purpose</th> </tr> </thead> <tbody> <tr> <td>Communication</td> <td>Attend Nonviolent Crisis Intervention, Cardiopulmonary Resuscitation, Report Writing, Employee Mentoring and American Sign Language workshops to complete 26 hour</td> </tr> </tbody> </table>	Professional Development	Purpose	Communication	Attend Nonviolent Crisis Intervention, Cardiopulmonary Resuscitation, Report Writing, Employee Mentoring and American Sign Language workshops to complete 26 hour
Professional Development	Purpose				
Communication	Attend Nonviolent Crisis Intervention, Cardiopulmonary Resuscitation, Report Writing, Employee Mentoring and American Sign Language workshops to complete 26 hour				

² Boundaries Agreement, Bus Chaperone Agreement, Defensive Driver Certification of Completion, Medication Movement Agreement and Induction.

		requirement.
	Recreation	Attend School Tour, Ice Breaker and Fish Philosophy to complete 2 hour requirement.
	Child Development	Attend Child Development, Student Handbook, Learning, Experiencing, Achieving and Doing L.E.A.D., Audiology, Positive Behavior Support, Deaf Culture and Boundaries to complete 6.5 hour requirement.
	General	Attend Transportation Procedures, Operational Procedures, Employee Handbook, Defensive Driver, After School Behavior Center Tour, Student Health Center Tour and Induction to complete 5.5 hour requirement.

Precautions:

Employee Responsibility

Employees who are beginning employment with LSD must:

- Attend to New Hire Orientation as scheduled, which is considered the first day of work.
- Complete and submit all necessary forms and paperwork of employment.

Related Policies

Employee Handbook: P. 11 – Dress Code

Induction

- AOP – 1.1.1 – Smoke Free workplace
- AOP 3.2.1 – Computer Usage Agreement
- EOP 2.1.1 – Alcohol & Drug Free Workplace
- EOP 2.2 – School Employee Conduct Policy
- EOP 2.3.2 – Affirmative Action Record of Veteran Status
- EOP 2.3.3 – Prior LA State Service Questionnaire
- EOP 2.3.4 – Agreement Regarding Issuance, Return or Compensation for Equipment
- EOP 2.3.5 – Personal Data Form
- EOP 2.3.6 – Verification of Receipt of PAM
- EOP 2.4.1 – Discussion of Sexual Matters with Student
- EOP 3.1.1 – Compensation of Overtime work
- FOP 2.1.1 – Use of School Property

Appointment Affidavits
Statement Concerning Your Employment in a Job Not Covered by Social Security
OGB – Health/Life Insurance
Safety/Loss Prevention Program

Equipment Required:

- Computer with Visual Projector
- Television with DVD player
- Flip Chart

Louisiana School for the Deaf

TRANSPORTATION PROTOCOLS

1. East Baton Rouge Parish Bus Protocol

Purpose: To ensure the safety and security of students being transported from/to the EBR Parish school bus transfer site (Independence Park).

Procedure:

From Independence Park –

1. LSD RA-Bus Aide should arrive at the EBR bus transfer site (Independence Park) by 6:15 a.m. and report to the bus assigned to transport students to LSD.
2. RA-Bus Aide will check off students' names as they arrive and board the bus.
3. LSD RA-Bus Aide, EBR Bus Aide, and EBR Bus Driver are to enforce the student seating assignments. Aides are to monitor the students while being transported to LSD.
4. Upon arrival to the LSD campus, students are to be unloaded at the designated bus drop off location in front of the Administration Building. The LSD RA-Bus Aide will assist the paraeducators in escorting the students to the cafeteria.

To Independence Park –

1. LSD RA-Bus Aide will report to the elementary school building each afternoon to assist in assembling the students who ride the EBR bus.
2. The EBR bus will meet the students at the elementary school building and the RA-Bus Aide will help load the students, check the names on the checklist, and board the bus.
3. The EBR bus will make stops at the middle school and high school buildings and the RA-Bus Aide will help load the students and check their names on the checklist.
4. The LSD RA-Bus Aide, EBR Bus Aide, and EBR Bus Driver will enforce the student seating assignments. Aides are to monitor the students while being transported to Independence Park.
5. Upon arrival at Independence Park, the RA-Bus Aide will assist the EBR bus transfer site staff in making sure that LSD students board the buses that will transport them to their respective homes.

Equipment Required: Student Checklists, ink pen, field pads

2. Charter Bus Chaperone Protocol

Purpose: To ensure the security and safety of students being transported from their homes to LSD and from LSD to their homes.

Procedures For Charter Bus Chaperones:

BUS DEPARTURE

1. On Fridays, all Bus Chaperones must report to the Transportation Coordinator at the PEC 30 minutes prior to departure time. On Sundays, all Bus Chaperones must report to the Weekend Supervisor on duty 30 minutes prior to the departure time. Arriving 5 minutes prior to bus departure is unacceptable and may lead to appropriate disciplinary action.
2. Help all routes load the buses.
3. Collect the binder and medication from the Transportation Coordinator. Sign stating you received all the medication.

BEGINNING OF THE ROUTE

1. Security staff are to ensure cameras on buses are in working order prior to loading of students and departure from campus
2. Bus Chaperones must enforce the seating chart. Students are to sit in the individual seats assigned to them. Transportation Coordinator will print behavior reports from JPAMS by route each week. Seating assignments will be adjusted accordingly.

Back of the Bus

High School Girls *	High School Boys *
Middle School Girls *	Middle School Boys *
Elementary Girls *	Elementary Boys *
LSVI	LSVI

Front of the Bus

***In assigned seats. Refer to the seating chart included in the transportation binder.**

3. Bus Chaperones are to be seated away from each other as indicated on the seating chart.
4. Turn on the cell phone at the beginning of the route.
5. Check off the names of students on the bus before bus departs campus/bus stop.

BUS IN ROUTE

SUPERVISION OF STUDENTS

1. Bus Chaperones **MUST** supervise students on the bus (walk around to visually observe behavior and interact with students) at all times. Do not focus all your attention on one student (long conversation with one student), when there are many others who you are responsible for.
2. Bus Chaperones are to ensure that students follow bus expectations.
3. Bus Chaperones are responsible for maintaining discipline procedures. The Dorm Behavior Plan is in effect until the student exits the bus into the care of his/her parent/guardian. Incident Reports and Discipline Referral Forms should be written and submitted before the end of your shift.
4. Share responsibilities with other staff on the bus.

Example: At the bus stop, one staff signs out students being picked up at the bus stop, while the other staff supervises the remaining students left on the bus.

5. Only G and PG movies are permitted on chartered buses.

DOCUMENTATION

1. Record all cell phone calls on the Call Log.
2. Get signatures of authorized persons picking up students from the bus stop on Fridays.
3. Record stop times on the rider check off sheets.
4. Incident Reports and Discipline Referral Forms should be written and submitted before the end of your shift.

PHONE CALLS

1. When a parent is late or has not arrived to pick up a student, please make sure that all contact numbers have been called on the Parent Pupil Resident Card.
2. If you are aware of a parent/guardian who is consistently late, make efforts to call them prior to the bus route and remind them of the arrival time.
3. On Fridays / Sundays contact the Transportation Coordinator or Weekend Supervisor every hour during your route to give an update status.
4. Call to inform LSD of traffic delays such as wrecks, breakdowns, or closed roads which results in a significant delay to the bus stop.
5. Remember to record all cell phone calls on the Call Log.

STAFF EXPECTATIONS

1. Sleeping, reading books, making personal cell phone calls, using blue tooth devices, earphones, IPODS, playing video games, etc. are not permitted while students are on the bus.
2. There will be no smoking/chewing tobacco in front of students or parents.

3. There will be no stops at any restaurants and/or convenience stores, unless it is an extreme emergency.

MEDICATION

1. Make sure you have medicine for each student indicated to have medicine on the rider check off sheet. Sign the bottom of the paper stating you have received the medication.
2. Give all medication to the parents on Friday, and make sure that you and the parents sign the Medication Movement Form.
3. On Sundays, ask all parents if they have medicine for their child. Collect the medicine, complete the Medication Movement Form, and place the medicine in a brown bag. All medicine is to be given to the Student Health Center upon arrival to campus.

END OF ROUTE

1. Turn off the cell phone.
2. Snacks will be allowed in buses; however, Bus Chaperones are responsible for maintaining cleanliness. The bus should be cleaned before the route has ended.
3. Please walk through the bus at the end of the route to search for any forgotten items. Remember to check the luggage compartments under the bus.
4. If you have not completed an 8-hour shift at the completion of your route, you are to report to the weekend dorm until the end of your shift on Friday or report to your assigned dorm on Sunday.
5. Security staff on duty to secure tape/disc from bus upon arrival back to campus.

Louisiana School for the Deaf

OPERATIONS / SECURITY PROTOCOLS

1. Bathroom Doors: Security Protocol for Barrel Bolts

Purpose:

To prevent the potential of a person(s) being locked in a bathroom that has a barrel bolt affixed to the entrance door, which would be considered a life/safety hazard.

Procedure:

Keys to the bathroom padlocks will be issued through the School Business Manager's Office, utilizing the normal key requisitioning process.

When a bathroom is in use:

- Faculty/staff is to unlock the padlock and remove it from the barrel bolt.
- Faculty/staff is to slide the barrel bolt to the far left position, thus opening the lock.
- While the door is open, push the barrel bolt to the far right position. Insert the padlock in the lock channel and put the padlock in the locked position. This action will prevent the door from closing solidly, therefore, preventing someone from inadvertently locking the bolt while the bathroom is occupied.

When the bathroom is to be locked:

- Faculty/staff is to do a thorough walk-through of the bathroom to ensure it is unoccupied.
- Faculty/staff is to unlock the padlock and remove it from the barrel bolt. Close the bathroom door and slide the barrel to the far right position, engaging the locking mechanism in place.
- The padlock is to be inserted in the left side lock channel and the padlock must be in the locked position.

Precautions:

- Department Heads are to establish routine patrols to ensure there are no persons within locked rooms.
- During routine patrol tours, Security Officers will check bathrooms to ensure there are no persons locked in bathrooms. The Guard Plus button will be registered by the Security Officer when checking the bathroom.
- Should an Administrative decision require the discontinued use of the barrel bolt on any given door, a Maintenance Request must be submitted to remove the barrel bolt. All above procedures must be enforced until such time that the barrel bolt is removed from the door.

- A copy of this Protocol is to be posted near the entrance of each bathroom door that is affixed with a barrel bolt lock and all faculty/staff is to be made aware of the procedures.

2. Door Ajar / Fire Alarm System Notification Protocol

Purpose: To monitor and initiate response and/or corrective action in the event of a door ajar or fire alarm system notification.

Procedures:

Door Ajar Alarm System

The school has a door alarm warning system in the Dormitories. It is designed to sound an alarm when doors are opened without disengaging the alarm.

When activated, a light will appear on an annunciator board/panel that is located in the Security Building. The light will indicate which building had a door opened, and a very fast intermittent audible signal will be generated.

There are three door ajar annunciator boards/panels which are located in the Dorm, the Security building and boiler/Computer Room.

The Security Officer is to respond immediately by first contacting the dormitory by telephone to alert the Dormitory personnel on duty of the alarm and to offer any assistance. Secondly, make a site inspection to ensure that all doors are properly secured.

An incident report is to be completed and a notation shall be made on the Activity Report.

Fire Alarm System

A primary function of a Security officer is to prevent major property loss and/or personal injury due to fire.

The school has a fire alarm warning system throughout campus. Fire alarm panels are located in each building, designed to go into alarm when a fire is detected and/or the fire alarm is activated in the building. There are two fire alarm annunciator boards/panels which are located in the Security building and Boiler Room.

When activated, a light will appear on an annunciator board/panel that is located in the Security Building. The light will indicate which building has a fire alarm and a very fast intermittent audible signal will be generated.

The Security Officer on duty is to respond immediately by dispatching to the scene and calling for appropriate help if necessary (i.e. fire department, EMS, Baton Rouge Police Department, etc.). When reporting a fire to the Fire Department, give the dispatcher the nature/type of the fire and the name and address of the school and the exact location on campus.

If the officer notices a fire he/she must stay calm, analyze the situation, notify the Fire Department, and keep faculty/staff away from the area. The officer shall ensure that evacuation of the building has been initiated by appropriate staff and ensure an orderly evacuation occurs.

If there is no fire and it is determined that a “false” or “ghost” alarm has occurred, the Officer is to notify the Boiler Room staff immediately for reporting to the Fire Alarm Maintenance Agreement personnel.

An incident report is to be completed and a notation shall be made on the Activity Report of any fire incident, including false and ghost alarms.

Precautions:

The Security Officer should only attempt to extinguish a fire that is of minimal risk to the officer and if he/she is trained in the use of the appropriate fire extinguisher. He/She shall not attempt to extinguish a fire that is out of control.

Officers should be aware of the different classes of fire extinguishers and their purpose:

- Class A – Ordinary Combustibles (wood, rubbish)
 - Requires a cooling extinguishing agent
- Class B – Flammable Liquids
 - Requires a blanketing/smothering extinguishing agent
- Class C – Electrical Equipment
 - Requires a non-conducting extinguishing agent
- Class D – Combustible Metals
 - Requires a dry powder type extinguishing agent

3. Reporting Protocols for Security Staff

Purpose:

There are three basic reasons for writing any report:

- 1) They inform management of what happened during a period of time.
- 2) They are used to establish a record of what happened and are filed for future reference.
- 3) They present background information and may be used as evidence in any court action.

Procedures:

Field Notebook

All guards must carry a field notebook and ink pen at all times. A field notebook is a spiral bound ruled memo pad that is kept in the uniform pocket. The field notebook is the officers’ method for documenting information while in the field and provides for the following:

- Provides a permanent record of events
- Serves as a memory aid

- Counteracts changes to story or statements
- Creates an overall picture of what occurred
- Serves as an investigative aid
- Aids in court appearances and testimonies

The following procedures are to be followed in the use of the field notebook:

1. Upon receipt of a new notebook, the officer is to write his name on the cover of the book and write "Table of Contents" at the top of the first page of the book. The officer is to number all pages in the book consecutively. This shows that entries were not removed from the book and/or new entries added "after the fact".
2. Upon first use, the officer is to write "Begin Date: 00/00/00" on the cover of the book and indicate the correct date
3. Office will make daily entries of information such as hazards identified (lights out, leaking pipes, etc.) as well as information relevant to incidents that occur (time of incident, description of scene, evidence and witnesses)
4. Utilize information documented in the field notebook to write incident reports and complete daily activity reports.
5. As incidents are entered, officer is to make a note on the Table of Contents page as to the "incident" and what page it is written on. This provides an easy reference when trying to locate information in files.
6. When the notebook is full, the officer is to write "Ending Date: 00/00/00" on the cover of the book and indicate the correct date
7. Officer is to surrender the notebook to his supervisor for filing.

Activity Report

The field notebook is utilized to capture the activity and events of the officers' shift. That information is then utilized by the officer to complete his daily Activity Report. The activity report is a tracking mechanism that accounts for the activity of a security officer during his/her shift. Officers are to log the activity being performed, the start and stop times of the given activity, the location of the activity, and any remarks relative to incidents occurring during that activity.

Some information on the Activity Report will be in coded form. For example, activities (such as patrolling building, monitoring the entrance, monitoring surveillance, etc.), incidents (such as trespasser, theft, traffic violation, etc.), and locations (dorms, stadium, park, etc.) will have codes assigned to them. The coded information will be entered from the Activity Report into a computer database. Reports will be compiled on a routine basis and data will be analyzed and used to identify trends/patterns in crime, locations of heavy crime, time-of-day of specific crimes, areas with excessive hazard problems, etc.

Officers are to ensure an Activity Report is completed and submitted to his/her supervisor before the end of any given shift.

Incident Report

Incident Reports are a reporting mechanism for all incidents that occur out of the ordinary and/or identified problems needing corrective action. Officers are required to complete and submit an Incident Report for any circumstance as identified above prior to the end of his shift.

There are four basic reasons for writing an incident report:

- To inform others– Accurate written communication reduces the risk of misinformation
- To record information– Never trust your memory
- To demonstrate awareness by the officer
- To protect officers by providing documentation that officers notified authorities as appropriate and/or notified Administration of corrective action needed in an identified area.

The following are six characteristics of a good report:

1. Clarity – Simple and to the point. Write the report in first person.
2. Legible print
3. Complete – Six basic questions to ask and record in your report:
 - Who – the identity of the person or persons (includes victim, witnesses, accused, etc.)
 - When – the exact time
 - Where – the exact location
 - What – the act or things done
 - Why – the reason acts were committed (if known)
 - How – the circumstances or method
4. Concise – Use common words and short to-the-point sentences
5. Accurate – Give facts. Make a distinction between facts and opinions
6. Prompt – Dated and submitted timely

Once you gather the facts of the incident report, compile the narrative. The narrative portion is the simple process of taking all the facts and putting them together in paragraph form. Begin your narrative so that the first sentence indicates the subject. Arrange the report in sequence so that details are reported as they took place. Make the report brief, legible and neat. When you have finished writing the report, proof read the report by checking for the following:

- 1) Observation – Meaning - to actually “see” what you are looking at. Notice details. Learn to estimate the number of people in a crowd, notice and note license plates on cars, the make and colors of cars. When observing persons, note distinguishing characteristics such as height, weight, color of hair, complexion, scars, etc. Be sure your report includes any observations that are critical to the incident.
- 2) Accuracy – A report is of value only when it is a true statement of facts. The reader should not have to guess at the meaning. Do not let personal opinion enter into the report. State only facts and what actually took place. Do not make reports confusing by contradictory statements. Remember that the reader has to depend entirely on the report for information. The recording of the correct time is critical.
- 3) Details – are essential. They determine how much the reader knows about the situation after reading the report. Do not exaggerate. Avoid using phrases as “undesirable employee, thieving employee”, etc. You do not have the responsibility for Judging, in writing reports.

Some of the most important details to include in your reports are the date, correct time, subject, and exact location. If corrective action was taken, indicate if the action taken accomplished results or if further action is necessary.

Observations are to be completed at the end of each round or at the end of the hour. In the event an error is made recording your observations, it should be crossed out with one line and initialed. Never mark out anything so completely that it cannot be read.

Incident Reporting forms must be signed and submitted to the officers' supervisor prior to the end of his/her shift.

Equipment Required:

- 3" x 5" Spiral bound ruled notebook
- Ink Pen
- Activity Reporting forms
- Incident Reporting forms

4. Emergency Text Messaging System Protocol

Purpose: To provide emergency messaging service

Procedure: LSD provides this service through e2campus.com.

- Stakeholders (staff, parents, and students) can subscribe to this service.
- In the event of an emergency, the e2campus system will send text message alerts to every phone number entered in the system.
- Subscribers register themselves for this service, using the Internet.
- Those who wish to subscribe but do not have Internet access will be provided a phone number to call for assistance.
- It is the responsibility of the subscriber to maintain current information in the system.
- If the information in the system is not current, notifications will not be received.

5. Protocol for Security Patrols, Using the Guard Plus System

Purpose: The primary purpose of officer patrols is to prevent a crime and/or to prevent a potentially hazardous situation from causing harm to people or property.

Procedures:

Patrolling is the action of moving through an area for the purpose of observation or maintenance of security. The objectives of a patrol are as follows:

- Observation – using the six senses (sight, smell, hearing, taste, touch and perception) to observe your surroundings

- Knowledge – knowledge of post (facilities, equipment, normal actions, etc.)
- Corrective Action – remediate hazards, lock doors, contact authorities, etc.
- Reporting – reporting incidents, reporting hazards for correction, etc.

LSD officers will conduct two types of patrol:

1. Foot – Officers will patrol the interior of school, administrative, and dormitory buildings on a routine basis
2. Motorized – Officers will patrol the perimeter of buildings and the perimeter of campus utilizing a golf cart and/or Security vehicle as appropriate

Prior to beginning a patrol tour, Officers should ensure they are equipped with the necessary equipment and supplies. An effective patrol tour requires the following:

- Field Notebook
- Ink Pen
- Guard Plus Reader and Incident Wallet
- Flashlight w/ holster
- Two-Way Radio
- Bloodborne Pathogen Emergency Response Kit (readily available)
- Grand Master Key (to be signed-out from the supervisor on duty)

All Security Patrols are to be documented utilizing established reporting procedures (See Reporting Protocol”).

At the end of each shift, Officers are to surrender “The Pipe” readers, Grand Master Keys, and Two-way radios to the relieving officer or the supervisor on duty.

Guard Plus System

The LSD Security Division utilizes the Guard Plus touring system. The basic components of the system include:

- “The Pipe” Reader - A lightweight Reader device
- Buttons - Each button is uniquely numbered so no two are the same. Buttons can be assigned to locations, officers, and incidents.
- Incident Wallet – Wallet that houses 12 buttons that are specifically programmed to allow the officer to easily report what is happening during his patrol, such as “Door Left Unlocked”, “Light Burned Out”, “Fire Extinguisher Needs Refilling”, “Unauthorized visitor”, etc.
- “The Pipe” Downloader - Download device that retrieves data from “The Pipe” device and stores the data to the designated software application.
- Guard Tour Software - Once the data is downloaded into the software, reports can be generated to display an array of information: which route was patrolled, by which personnel, to what stations, time, and special events.

Guard tour wall buttons are mounted strategically throughout the campus and are designed to bring the security officers in close proximity to critical areas in need of patrol.

Officers are provided a detailed protocol as to the tour that they will be performing, including locations of each button to be registered, the order in which buttons are to be registered, and an approximate time table in which tours should take place.

When initiating a tour, the officer registers his identity via his key fob into “The Pipe”. He/She then patrols pre-assigned routes to specific checkpoints to register location and time visited using “The Pipe” reader. Once the shift is finished, the officer “logs-out” of the reader by registering his identity again via his key fob into the reader and surrenders “The Pipe” to the relieving officer and/or his supervisor.

Each morning, all “Pipe” readers are brought to the Security supervisor to be downloaded into the computer. Reports are generated by the supervisor and utilized to monitor the patrol tours of security officers and identify pattern/trends of incidents that should be addressed.

Precautions:

An effective patrol tour can only be accomplished through familiarization with the school. Knowing the physical layout, exits, fire equipment locations, common people to expect in different areas of campus, etc. will be critical for an officer to effectively patrol. Officers are expected to familiarize him/herself to the campus and campus life.

The first patrol tour of an officers shift is the most important, as it sets the stage for what is expected during the remaining tours. For example, if the officer notices a volleyball game in the PE Complex during his first tour, he will anticipate certain events to follow on subsequent tours, such as increased traffic when the game is over, lights to be checked in the PE Complex when over, bathrooms that will need to be locked, etc.

It is very easy for officers to become complacent when making the same patrol tours over and over again, therefore, it is recommended that officers rotate tours if more than one officer is available on duty.

One of the primary protection methods that the Security Division provides to the school is “Prevention”. Prevention of fire, theft, hazardous situations resulting in accidents, etc. is easily accomplished through effective patrol tours and reporting. Therefore, any and every situation which might lead to loss or damage of school property or injury to personnel must be reported. Officers must be alert and report such information as:

- Careless or suspicious activities in areas where easily pilfered articles are stored and/or handled.
- Tools or other school property carelessly left lying around at the end of the work shift or not properly stored.

- Employees present in the areas where they are not normally required to be, especially when these persons are in an area that is normally secured.
- Persons loitering near school fences or at building windows when it is suspected that such persons might be in these areas for the purpose of committing theft and/or pilferage.
- The presence of school property in areas where it would not normally be, and which appears to be placed in such areas for misappropriation.
- Hazardous situations or potential hazardous situations that require immediate attention
- Doors that do not close and/or lock properly
- Flammable liquids or materials stored by a heat source
- Fire extinguishers that have expired tags.
- Street and exterior lights that do not work properly
- Broken windows
- Obstructed aisles or any obstruction blocking fire equipment.
- Parking violations
- Vehicles running unattended or unlocked state vehicles with keys left inside the ignition

Equipment Required:

- Flashlight/holster with spare batteries readily accessible
- Guard Plus “Pipe” reader
- Guard Plus “Incident Wallet”
- Bloodborne Pathogen Emergency Response Kit readily available
- Master Key (to be checked out at Security Office)

6. Protocol for Video Surveillance

Purpose: This procedure establishes guidelines and responsibilities for the electronic surveillance system installed on LSD’s campus.

Procedures:

The Security Division oversees and coordinates the use of cameras to monitor LSD dormitories, academic, and administration buildings and other sensitive areas of the LSD campus.

The Video Surveillance Control Center shall be manned 24 hours per day and 7 days per week, while students are housed on campus.

Camera Locations, Access, and Control

- LSD buildings and grounds may be equipped with video monitoring devices.
- Video cameras may be placed in areas where surveillance has been deemed necessary as a result of threats to personal safety, prior property damages, or security incidents.

- Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on campus grounds or premises.
- Cameras shall not be used to monitor private or semi-private rooms such as bedrooms, restrooms, or offices.
- The LSD Security and Safety Director shall manage, control, and audit the use and security of monitoring cameras, monitors, tapes, computers used to store images, computer diskettes, and all other video records.
- Only individuals authorized by the LSD Security and Safety Director shall have access to video monitors, or be permitted to operate the controls.
- Video surveillance cameras shall not have audio recording capabilities; or any such audio capabilities will not be enabled if they are available.

Notification

Signs shall be posted to notify individuals of the area in which surveillance is conducted.

Use of Video Recordings

- Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to official LSD policies and LSD Student Code of Conduct.
- LSD may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
- Video recordings may be released to third parties in conformance with the requirements of a local, state, or federal law enforcement agency.
- The school or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

The LSD Security and Safety Director shall not use video monitoring for other purposes unless expressly authorized by the LSD Director.

Protection of Information and Disclosure/Security and Retention of Recordings

- Videos are initially recorded on a computer hard disk. Information on the hard disk is retained until such time that the hard disk becomes full and then the oldest video segments are overwritten by the newest segments.
- No attempt shall be made to alter any part of a video recording.
- Video recordings that may be relevant to the investigation of an incident will be transferred from the computer hard disk onto removable media such as a CD or DVD.
- All saved video records not in use should be securely stored in a locked receptacle.
- All video records that have been saved pending the final outcome of an incident investigation shall be numbered, dated, and retained in a location to be determined by the LSD Director.
- The LSD Director (or designee) must authorize access to all video records.

- A log shall be maintained by the Director of all episodes of access to, or use of recorded materials. The log shall include 1) the video number and date of recording, 2) the name of the individual or agency that was given access to the recording, 3) the date that access was given, 4) the reason that access was given, and 5) the date when access is no longer available to the individual or agency.
- Information contained within the video access log shall be considered public information, unless prohibited by law or judicial order.
- Video records that contain personal information used to make a decision directly affecting an individual must be retained for a minimum of one year and may be retained by the school indefinitely as a permanent archive.
- LSD will provide reasonable security measures to prevent unauthorized access to the electronic surveillance network; however, LSD cannot guarantee that access to the network through illegal methods is impossible.

Disposal or Destruction of Recordings

- Copies of surveillance recordings need not be kept by the school if there have been no identified incidents within view of the surveillance cameras. In these cases, there will be no permanent record of the recordings.
- All saved recordings shall be disposed of in a secure manner unless they are archived as part of a permanent record as stated above. Removable media shall be shredded, burned, degaussed, or otherwise made permanently unreadable.

Video Monitors and Viewing

- Officers involved in the camera monitoring shall be trained and supervised in the responsible use of this technology and the use of camera monitoring by the officers is governed by LSD's campus policy and procedure.
- Video monitoring for security purposes will be conducted in a professional, confidential, ethical, and legal manner, consistent with accepted legal rights of privacy.
- Only the LSD Director, LSD Security and Safety Director, or individuals authorized by the Director(s) and members of law enforcement agencies shall have access to video monitors while they are in operation.
- The Video Surveillance Control Center shall be maintained as a secure area, with no admittance by unauthorized personnel. The door to the Center shall be keyed to a special key that is not on the school's master key control system.
- The Video Surveillance Control Center shall be video monitored to ensure the room is maintained at a secure level and that the videos are monitored appropriately.
- Video records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- All authorized individuals who have access to camera controls (such as pan, tilt, and zoom) will not monitor individuals based on characteristics of race, creed, color, sex, national origin, sexual orientation, marital status,

disability, public assistance status, age, or inclusion in any group or class protected by state or federal law. Camera control operators will monitor activity based on suspicious behavior, not individual characteristics.