

**Louisiana Special School District
Student Visitation and Transportation Policy**

Applicability

This policy applies to all employees of the Louisiana Special School District (SSD).

Policy

1. An SSD employee shall not allow any SSD students to be in the employee’s home or vehicle unless the student’s parent/guardian is present even if the student has reached the age of majority, been emancipated, or is otherwise living without a parent/guardian.
2. An SSD employee shall not be present in the home or vehicle of any SSD student unless the student’s parent/guardian is present even if the student has reached the age of majority, is emancipated, or is otherwise living without a parent/guardian.
3. An SSD employee shall not transport any SSD student to or from school or school-related events in his or her personal vehicle, even if a parent/guardian is present.
4. An SSD employee shall not transport any SSD student to or from school as a second job. No exceptions shall be granted which would allow an SSD employee to transport any SSD student to or from school as secondary employment.
5. SSD employees may set up carpooling, ride-sharing, or other similar arrangements, which would involve employees transporting other employees’ children to or from school. Such carpooling arrangements must be approved by the SSD Superintendent.

General Exceptions

- An SSD employee who has secondary employment or a volunteer position that requires the employee to transport an SSD student, be in an SSD student’s home, or have an SSD student in the employee’s home, must receive approval for the secondary employment or volunteer position consistent with SSD’s Secondary Employment policy.
- The SSD Superintendent may, on a case-by-case basis, grant an exception allowing an SSD employee to transport SSD students to or from school or school-related events in his or her personal vehicle.
 - Upon receipt of a request for an exception, the SSD Superintendent shall consider all relevant information, including, but not limited to: the needs of the student, any familial or legal relationship between the employee and the student, any hardship which would result from the failure to grant the request, the availability of alternative transportation arrangements, and the general interests of the SSD in protecting the health, safety, and welfare of its students and employees.

Enforcement

Violations of this policy by employees of the SSD may result in disciplinary or other corrective action, up to and including termination.

AUTHORIZED BY:

A handwritten signature in black ink that reads "David Martin". The signature is written in a cursive style and is positioned above a horizontal line.

David Martin, Ed.D.
Superintendent for the
Louisiana Special School District

July 28, 2023

Date