

Coordinators and Principals are required to monitor International Associate Teachers and report any serious situation that has or could have the effect of endangering the health, safety or welfare of an International Associate Teacher (IAT). This includes any investigations of a IATs site of activity or serious problem / controversy that could be expected to bring the program into notoriety or disrepute, including any potential litigation in which the IAT may be named party.

An incident report is preferred in all situations, but a quick e-mail regarding an evolving situation, to be followed later by an incident report, is acceptable. The reporting rubric is to be used as a general guideline for reporting incidents to CODOFIL and the Louisiana Department of Education (LDOE). Please inform CODOFIL and/or LDOE of incidents by emailing an incident report to [Michele.Braud@la.gov](mailto:Michele.Braud@la.gov) or [PFeehan@crt.la.gov](mailto:PFeehan@crt.la.gov) . Reporting depends on the level of seriousness, the impact to the health, safety and welfare of the exchange teacher, and the impact to the surrounding community. It is a Louisiana best practice for coordinators to report particularly serious matters within 24 hours, and other matters within 72 hours, depending on the seriousness of an incident. Please note that the I.A.T. can be the victim or perpetrator in some of the listed natures.

<b>Nature of Incident or Allegation</b>	
<ul style="list-style-type: none"> <li>• I.A.T. Program Abandonment (Failed to report to assigned school, unresponsive to calls and/or emails, etc.)</li> <li>• I.A.T. Life Threatening Health Condition (traumatic injury, major surgery, hospitalization etc.)</li> <li>• I.A.T. Missing or Death</li> <li>• Incident Involving the Criminal Justice System (DUI/DWI, arrest, <i>detained by law enforcement</i>, etc.)</li> <li>• Abuse or Sexually Related Incidents (incident or allegation involving <b>any</b> form of abuse as well as actual or <b>alleged sexual exploitation</b>)</li> <li>• Mental Health Issues (eating disorder, cutting, suicidal ideation/attempt, etc.)</li> <li>• Substance Abuse (Drugs and alcohol)</li> </ul>	<ul style="list-style-type: none"> <li>• Natural Disaster Involving Teacher Safety (Hurricane, fire, flood, etc.)</li> <li>• Unsuitable working conditions (hostile work environment, workplace bullying, harassment and/or discrimination etc.)</li> <li>• Employment or Contract Issue (host school our of compliance with employment contract, teacher working less than 32 hours, salary issue, unauthorized work etc.)</li> <li>• Threat of Negative Press, Foreign Government or Embassy Involvement</li> <li>• Pattern of Behavior / Performance Problem Leading to Program and / or Employment Termination</li> </ul>

IAT records must be maintained for three years following the completion of each IAT program.

22 CFR 62.10(d)(1-2) Monitoring activities must not include any retaliation or discrimination against exchange visitors who make adverse comments related to the program. No sponsor or employee of a sponsor may threaten program termination, remove from the program, ban from the program, adversely annotate an exchange visitor's SEVIS record, or otherwise retaliate against an exchange visitor solely because he/she has filed a complaint; instituted or caused to be instituted any proceeding; testified or is about to testify; consulted with an advocacy organization, community organization, legal assistance program or attorney about a grievance or other work-related legal matter; or exercised or asserted on behalf of himself/herself any right or protection.

**A. REPORTER INFORMATION**

District Name:		Date:	
School Name:		Phone Number:	
Name of Reporter:		Email:	

**B. PARTICIPANT INFORMATION**

Teacher Last Name:		Teacher First Name:	
Other Parties Involved With Contact Information			

**C. SUMMARY**

Nature of Incident:			
Date of Occurrence:		Date 1 <sup>st</sup> Reported:	
Description:			

**D. ACTION TAKEN**

**E. NEXT STEPS / PROPOSED SOLUTION**

**F. UPDATE (All updates submitted should be dated.)**

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***\*US Department of State***