

IAT Incident Reporting

Louisiana International Associate Teacher (IAT) Incident Reporting

Coordinators and school leaders must monitor International Associate Teachers (IATs) and report any serious issues that threaten their general health, safety, or welfare. This includes reporting investigations of the IAT's workplace, serious controversies that could damage the program's reputation, or any litigation involving the IAT.

Although formal incident reports are preferred for all situations, you may submit a preliminary email for evolving incidents, provided a full report follows. Use the provided reporting rubric as a guide when notifying the Council on the Development of French (CODOFIL) and the Louisiana Department of Education (LDOE).

Please submit incident reports via email to:

- Peggy Feehan (teachers of French): pfeehan@crt.la.gov
- Melissa Monroe (teachers of Spanish): melissa.monroe@la.gov

Reporting timelines should reflect the incident's severity and its impact on the teacher's welfare and the community. Best practice is to report urgent matters within 24 hours and other incidents within 72 hours. Note that an IAT may be either the victim or the perpetrator in these instances.

Nature of Incident or Allegation	
• IAT Program Abandonment ◦ Failed to report to the assigned school, unresponsive to calls and/or emails, etc. • IAT Life-threatening Health Condition ◦ Traumatic injury, major surgery, hospitalization, etc. • IAT Missing or Death • Incident Involving the Criminal Justice System ◦ Driving under the influence (DUI), arrest, detention by law enforcement, etc. • Abuse or Sexually Related Incidents ◦ Incident or allegation involving any form of abuse, as well as actual or alleged sexual exploitation • Mental Health Issues ◦ Eating disorder, cutting, suicidal ideation/attempt, etc. • Substance Abuse	• Natural Disaster Involving Teacher Safety ◦ Hurricane, fire, flood, etc. • Unsuitable Working Conditions ◦ Hostile work environment, workplace bullying, harassment, workplace discrimination, etc. • Employment or Contract Issue ◦ Host school out of compliance with employment contract, teacher working less than 32 hours, salary issue, unauthorized work, etc. • Threat of Negative Press or Foreign Government or Embassy Involvement • Pattern of Behavior or Performance Problem Leading to Program and/or Employment Termination

Louisiana IAT Incident Report

A. Reporter Information	
Date:	
School System:	
School:	
Name of Reporter:	
Email:	
Phone Number:	

B. Participant Information	
Teacher Last Name:	
Teacher First Name:	
Other Parties Involved (include contact information)	

C. Summary	
Nature of Incident:	
Date of Occurrence:	
Date 1st Reported:	
Description:	

D. Action Taken

E. Next Steps/Proposed Solutions

F. Update (All updates submitted should be dated.)

US Department of State: 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.