

**DATE, TIME, PLACE OF MEETING**

The Calcasieu Parish School Board met in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, October 8, 2013, at 4:45 p.m. The meeting was called to order by Randy Burleigh, President. The prayer was led by Mack Dellafosse; the Pledge of Allegiance was led by Allee DeFelice, a student at Sam Houston High School.

**ROLL CALL**

The roll was called by Superintendent Savoy and the following members were present: Joe Andrepont, Annette Ballard, Dale Bernard, Randy Burleigh, Clara Duhon, Mack Dellafosse, Fred Hardy, Bill Jongbloed, Jim Karr, Bryan LaRocque, Jim Schooler, Roman Thompson, and R. L. Webb.

Billy Breaux and Chad Guidry were absent.

**APPROVAL OF MINUTES**

Mr. Andrepont made a motion to approve the Minutes of the CPSB meeting of September 10, 2013 and with a second by Mr. Dellafosse, the motion carried. Mr. Webb made a motion to move Items VIII A-C and Executive Session to immediately follow the Superintendent's Report. On a second by Mr. Dellafosse, the motion carried.

**PRESENTATIONS**

**A.** Jamey Rasberry/Director of LCMH Sports, gave the quarterly report.

**B.** Principals of the Year

Dr. Jill Portie, Administrative Director of Elementary Schools, presented Sabrah Kingham, Principal, St. John Elementary.

Charlotte Gallemore, Administrative Director of Middle Schools, presented Carolyn Thomas-Clark, Principal, Reynaud Middle School.

David Buller, Administrative Director of High Schools, presented Lee Crick, Principal, Westlake High School.

**C.** Presentation to Summer Feeding Program Schools by Patricia Hosemann, Tarek Polite, CPPJ, and Police Juror Elizabeth Griffin, President of Advisory Board. The schools are:

Western Heights Elementary

Vinton Middle  
WT Henning  
EK Key

## **SUPERINTENDENT’S REPORT**

### **Mr. Savoy gave the following report:**

Our VIDEOGRAPHER tonight is Bryce Martin from Sulphur High School. Our photographer is Emily Dickerson from Sam Houston High School.

1. All board members have received their September, 2013 Headstart report.

- Professional Development – “Preparing Young Children for CCSS Kindergarten Foundation Skills” was presented by Dr. Vicki Gibson, Ph.D.
- CPR Training for transportation and teacher staff
- Home visits and parent conferences are being provided on school readiness goals
- Enrollment – 462 -- Disabilities – 2 and 20 referrals
- Brenda Hunter Head Start - Father/Male Engagement Training

Attendance: 54

Speakers:

Mr. John Spikes, Director of Federal Programs

Mr. Julian Quebodeaux, Calcasieu Parish Library

Kedrick Holiday, Group Leader – CPSO, Team/Community Volunteer

▪ State Superintendent John White will visit J.D. Clifton Head Start on October 8, 2013 as part of the Roadmap tour for upcoming changes in Early Childhood – Act 3 – Community Network

▪ Calcasieu Parish Early Childhood Department is part of a two- year Pilot Network Grant - Act 3

2. All Board Members have received their September, 2013 school population reports.

3. The following board members have received six hours of continuing education credit hours for 2013:

Randy Burleigh  
Jim Karr  
Bill Jongbloed  
Annette Ballard  
Mack Dellaosse  
Roman Thompson

Fred Hardy  
Clara Duhon  
Joe Andrepont  
Chad Guidry  
Bryan LaRocque  
R.L. Webb  
Dale Bernard

4. Congratulations to Jacob Waters, who has qualified for the 2013 State GUMBO Invitational Meet, to be held October 12 at Tioga High School in Pineville. The GUMBO program provides extracurricular athletics to students with physical and visual disabilities.

5. Our thanks to United Way of SWLA for their donation of \$1,000 and 5 computers to Sulphur High School's "Jobs for America's Graduates" program.

6. As part of renewed efforts to keep the Board informed on financial matters, I would like to report on our current sales tax collections. Our General Fund is the beneficiary of 2 cents of sales tax. For the 3 months ending September 30, 2013, total collections are \$22.68 million compared to a total budget of \$22.71 million. We are currently below budget by \$32,315 after 3 months. Collections are below last year's amounts by \$196,868 after 3 months.

**TAKE APPROPRIATE ACTION**

A. Ratification of Act of Consent and Concurrence on agreement previously approved by CPSB on November 13, 2012 (in order to place signed document in official minutes for recording purposes)

STATE OF LOUISIANA

PARISH OF CALCASIEU

PARISH OF EAST BATON ROUGE

ACT OF CONSENT AND CONFORMANCE

BE IT KNOWN, that on the dates, at the places and before us, the undersigned authorities, Notaries Public, duly commissioned and qualified in and for our respective jurisdictions, and in the presence of the undersigned competent witnesses, personally came and appeared:

CALCASIEU PARISH SCHOOL BOARD, (the "School Board") the governing authority of the Parish of Calcasieu for public school purposes and a political subdivision of the State of Louisiana within the meaning of Article 5, Section 44 of the 1974 Louisiana Constitution, herein represented by the President of the School Board, duly authorized in the premises, pursuant to authority of a resolution of the School Board adopted on November 13, 2012, a certified copy of which is attached hereto and made a part hereof; and

BOARD OF SUPERVISORS OF COMMUNITY AND TECHNICAL COLLEGE, (the "State Board"), successor in interest to the Board of Secondary and Elementary Education, pursuant to La. R. S. 1704, an authority of the State of Louisiana created and activated pursuant to the authority of Article 5, Section 7.1 of the 1974 Louisiana Constitution, herein represented by its President, duly authorized in the premises pursuant to the authority of a resolution adopted by the State Board on November 14, 2012, a certified copy of which is attached hereto and made a part hereof; and

CITY OF LAKE CHARLES, LOUISIANA, (DP 00-000541), a municipal corporation organized and created under the constitution and statutes of the State of Louisiana, herein represented by its duly authorized Mayor, (hereinafter referred to as "City"); and

PARISH OF CALCASIEU, LOUISIANA, a political subdivision of the State of Louisiana, within the meaning of Article 5, Section 44 of the 1974 Louisiana Constitution, acting through the Police Jury as the governing authority thereof, herein represented by its duly authorized President, (hereinafter referred to as the "Parish"); and

CHENNAULT INTERNATIONAL AIRPORT AUTHORITY, a governmental entity and governing authority for the Chenavault Airport, herein represented by its duly authorized President (herein referred to as "Chenavault").

each of whom being first duly sworn did declare and say that:

Reference is hereby made to a Local Services Agreement & Intergovernmental Compact ("Contract #") entered into by the City of Lake Charles, Louisiana ("City"), Chenavault

International Airport Authority ("Chennault"), and Lake Charles Harbor & Terminal District ("District") as reflected therein, which Contract I was filed of record on August 6, 2012 in Conveyance Book 3814, page 654 of the public records of Calcasieu Parish, State of Louisiana.

Contract I establishes a right of way or servitude ("City Servitude") in favor of the District over and across lands of the City, with the understanding and consent that the District will assign the Servitude to the Union Pacific Railroad Company for the purpose of constructing and operating a railway with utilities and related drainage facilities in order to improve rail transportation to the Port of Lake Charles.

Reference is made to a Local Services Agreement & Intergovernmental Contract ("Contract II") entered into by the Parish of Calcasieu, Louisiana ("Parish"), Chennault International Airport Authority ("Chennault"), and Lake Charles Harbor & Terminal District ("District") as reflected therein, which Contract II was filed of record on August 3, 2013 in Conveyance Book 3814, page 85 of the public records of Calcasieu Parish, State of Louisiana.

Contract II establishes a right of way or servitude ("Parish Servitude") in favor of the District over and across lands of the Parish, with the understanding and consent that the District will assign the Servitude to the Union Pacific Railroad Company for the purpose of constructing and operating a railway with utilities and related drainage facilities in order to improve rail transportation to the Port of Lake Charles.

Reference is made to an Intergovernmental Contract and Local Services Agreement ("Agreement") between the City, the Parish, the School Board, and the State Board filed of record on October 9, 1986 in Conveyance Book 1956, page 560 of the public records of Calcasieu Parish, State of Louisiana.

The Agreement creates the Chennault Industrial Air Park Authority and in part provides for the separate lease of certain tracts of land owned by the parties to the Agreement to Chennault for the administration and development by Chennault pursuant to the terms of the Agreement.

While the Agreement does not specifically require notice to and consent of the School Board, the State Board and the Parish with respect to the establishment of the City Servitude and does not specifically require notice to and consent of the School Board, the State Board and the City with respect to the Parish Servitude, the City, Parish, Chennault and the District desire that the School Board, the State Board, the City and the Parish take cognizance of and grant their consent to the establishments of the City Servitude and the Parish Servitude.

Therefore in order to aid and assist the City, the Parish and the District in the expansion of the District's facilities for the creation of jobs and the enhancement of the District's export facilities, the School Board, the State Board, the City and the Parish do by these presents take cognizance of and grant their consent to the establishment of the City Servitude and the Parish Servitude pursuant to the terms thereof.

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THIS DONE AND SIGNED at Lake Charles, Louisiana by the undersigned authorized representative of the school Board, in the presence of me, Notary, and the undersigned competent witnesses, on the 13<sup>th</sup> day of November, 2012.

WITNESSES:  
[Signature]  
[Signature]  
THE CAL CASSEY PARENT SCHOOL BOARD  
BY: [Signature]  
THE [Signature]

[Signature]  
NOTARY PUBLIC  
Commission/Bar Roll No. 051017  
Commission Expiration Date In Life

THIS DONE AND SIGNED at Baton Rouge, Louisiana by the undersigned authorized representative of the State Board, in the presence of me, Notary, and the undersigned competent witnesses, on the 11<sup>th</sup> day of November, 2012.

WITNESSES:  
[Signature]  
BOARD OF SUPERVISORS OF COMMUNITY AND TECHNICAL COLLEGES  
[Signature] BY: [Signature]  
PRESIDENT

[Signature]  
NOTARY PUBLIC  
Leo D. Morrison  
Notary Public #2224  
Bar Roll #1599  
State of Louisiana  
No. Commission is for life  
Commission/Bar Roll No. 01599  
Commission Expiration Date Life

THUS DONE AND SIGNED at Lake Charles, Louisiana by the undersigned authorized representative of the City, in the presence of me, Notary, and the undersigned competent witnesses, on the 8<sup>th</sup> day of October, 2012.

WITNESSES:

Michelle Roberts

CITY OF LAKE CHARLES, LOUISIANA

Rena Callee

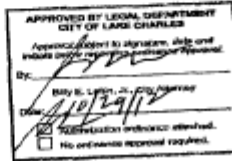
BY: Raymond

ITS: Mayor

Deborah B. LaBorde  
Deborah B. LaBorde  
NOTARY PUBLIC

Commission/Bar Roll No. 56221

Commission Expiration Date at death



THUS DONE AND SIGNED at Lake Charles, Louisiana by the undersigned authorized representative of the Parish, in the presence of me, Notary, and the undersigned competent witnesses, on the 4<sup>th</sup> day of October, 2012.

WITNESSES:

Jermi Williamson

CALCASIEU PARISH, LOUISIANA,

BY: the POLICE JURY OF CALCASIEU PARISH

Leah S. Farnum

BY: [Signature]

ITS: President (Les Farnum)

Allen L. Smith, Jr.

NOTARY PUBLIC

Commission/Bar Roll No. \_\_\_\_\_

Commission Expiration Date \_\_\_\_\_

ALLEN L. SMITH, JR.  
Louisiana Notary  
ID# 9476

My Commission Is For Life



THIS DONE AND SIGNED at Lake Charles, Louisiana by the undersigned authorized representative of the Chenault, in the presence of me, Notary, and the undersigned competent witnesses, on the 11<sup>th</sup> day of December, 2012.

WITNESSES:

Andrea Pellagiani  
Andrea Pellagiani

Madeline C. Sasser  
Madeline C. Sasser

CHENNAULT INTERNATIONAL AIRPORT  
AUTHORITY

BY: [Signature]  
ITS: [Signature]

[Signature]  
Dawn + C. P. Schneider, Jr. - 20201  
NOTARY PUBLIC

Commission/Bar Roll No. 20901

Commission Expiration Date at death

On a motion to approve by Mr. Webb and a second by Mrs. Ballard, the motion carried.

**B. Request for Sales and Use Tax Exemption for AAR Corporation**

Turning in blue cards to address the Board:

- Randy Robb
- R.B. Smith
- Charles Dagleish
- Danny Martinez
- Troy Jonas

After much discussion, Mrs. Ballard made a motion to approve the ten year exemption with the same language as the previous exemption, but specific to AAR Corporation. Mr. Bernard seconded the motion. Mr. Dellafosse made a substitute motion, seconded by Mr. Webb, to approve a five year exemption for further consideration after that time. Mr. Schooler asked for a roll call vote. On the vote, the substitute motion failed.

For:

- Mr. Andrepont
- Mr. Dellafosse
- Mr. Jongbloed
- Mr. Webb
- Mr. Thompson

Against:

- Mrs. Ballard
- Mr. Bernard

Mr. Burleigh  
Mrs. Duhon  
Mr. Hardy  
Mr. Schooler  
Mr. LaRocque  
Mr. Karr

Mr. Hardy made a substitute motion to refer this back to committee for more details and a written outline from AAR. Mr. Schooler seconded the motion. Mr. Andrepont called a question to cease discussion on the substitute motion. On a vote, the motion failed.

On a vote for the original motion, the motion carried.

For:

Mr. Andrepont  
Mrs. Ballard  
Mr. Bernard  
Mr. Burleigh  
Mr. Dellafosse  
Mrs. Duhon  
Mr. Jongbloed  
Mr. Karr  
Mr. Webb

Against:

Mr. LaRocque  
Mr. Schooler  
Mr. Thompson  
Mr. Hardy

C. Resolution Approving the Appointment of a Director to Represent CPSB on the Board of Directors of the Louisiana Local Government Environmental Facilities and Community Development Authority

On a motion Mrs. Duhon and a second by Mr. Webb, Mr. Dellafosse was chosen as the CPSB representative. On a vote, the motion carried. Mr. Dellafosse recused himself from the vote.

### **EXECUTIVE SESSION**

The Board adjourned to Executive Session at 6:25 on a motion by Mr. Dellafosse; Mr. Webb seconded the motion. The Board resumed Regular Session at 6:45. Mr. Andrepont made a motion to approve the settlement of Docket #2011-1922; Mr. Webb seconded the motion. On a vote, the motion carried. There was one nay vote.

**COMMITTEE REPORTS****Budget Committee, September 24, 2013**

Annette Ballard, Chair

**Mrs. Ballard gave the following report:**

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 4:45 p.m., Tuesday, September 24, 2013 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. A quorum was present. Mr. Hardy said the prayer and Mr. Webb led the pledge of allegiance.

Present: - Annette Ballard, Chairman, Joe Andrepont - Vice Chairman, committee members, Billy Breaux, Mack Dellafosse, Fredman Hardy, Bill Jongbloed, James Karr and Jim Schooler and Secretary, Karl Bruchhaus. Other Board members present were, Randy Burleigh, Roman Thompson, and R. L. Webb.

Absent: Dale Bernard, Bryan LaRocque, Clara Duhon, and Chad Guidry

Ms. Ballard called the meeting to order and introduced the first item on the agenda, 2013-2014 General Fund Budget Revision #1.

Mr. Bruchhaus presented General Fund Budget Revision #1 for 2013-2014. Revenues and other sources of funds for 2013-2014 are projected at \$289,627,325, an increase of 3,328,378 and expenditures and other uses of funds are estimated at \$290,459,267, an increase of \$4,160,320 from the original budget. The projected deficit of \$831,942 leaves unreserved/undesignated fund balance at \$35,716,172 or 12.33% of projected revenues. Various line items on the General Fund Budget were questioned by Board Members.

On motion by Mr. Andrepont seconded by Mr. Webb and approved, it was recommended to approve General Fund Budget Revision #1 for 2013-2014 as presented.

**On behalf of the committee, Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.**

Next, Mr. Bruchhaus presented information regarding the state salary supplement. Louisiana House Bill #1 of the 2013-2014 legislature appropriated \$3,419,378 to Calcasieu Parish School Board in one-time funding in lieu of the 2.75% growth amount in M.F.P. They mandated that at least 50% of that amount to go to certified classroom teachers. Staff recommended a one-time salary supplement of \$600 to all employees based on the teachers' salary schedule, \$300 to all other employees

not based on the teacher's salary schedule and ½ of the supplemental amount to part-time regular employees (4 hours or less). The supplement would be combined with the regular paycheck on October 31, 2013. Employees must be actively employed on October 15, 2013 to qualify for the supplement. The total cost of the supplement is estimated at \$3,160,671. The balance of the \$3,419,378 will be used to offset current year increased benefit costs.

On motion by Mr. Breaux, seconded by Mr. Dellafosse and approved, it was recommended that the one-time supplement be approved as presented.

**On behalf of the committee, Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.**

The next item presented was supplemental payouts for stipends for levels of performance. Act 1 of the 2012 legislative session mandated future changes to the teacher salary schedules, which were completed in Calcasieu for the 2013-2014 fiscal year. The new salary schedule includes a base building step of \$200 for experience for all teachers each year that are not rated ineffective. Also included are stipends scheduled to be paid in the October paycheck each year for performance and demand, ranging from \$200 to \$300. Payouts including benefit costs are estimated at \$853,450.

Terri Johnson, President, Calcasieu Federation of Teachers, submitted a blue card supporting supplement payments.

On motion by Mr. Dellafosse, seconded by Mr. Webb and approved, it was recommended to authorize stipend payments in October paychecks as dictated by 2013-2014 Teacher Salary Schedule.

**On behalf of the committee, Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.**

Then, Mr. Bruchhaus presented information concerning the substitute schedule for 2013-2014. Historically, the Calcasieu Parish School Board has paid substitute teachers based on a daily rate determined by whether they were Certified (\$80), Degreed (\$65), or Non-Degreed (\$58). Other procedures in place in the past were:

- After 10 consecutive days in the same position, a substitute with a degree only would move to beginning teacher pay (\$212.88) per day on the 11<sup>th</sup> day.
- If certified, a teacher could go to full pay on the 11<sup>th</sup> day, or in many situations went to full pay on day 1 based on their degree and years of experience if requested

in writing by a principal – (As high as \$304 per day for a more experienced substitute.)

- A teacher in a vacant position on the first day of school went to full pay on day one based on teacher degree and experience.

The proposed new schedule for 2013-2014 reflects the following:

- Same daily rates as 2012-2013: Certified (\$80), Degreed (\$65), and Non-Degree (\$58).
- Rigid enforcement of the full pay on the 11<sup>th</sup> day with daily pay capped at: \$214 (Certified), \$100 (Degreed-no certificate) and \$58 (Non-degreed).
- Full pay 1<sup>st</sup> day for approved sabbaticals and leaves without pay, but not ordinary vacancies on 1<sup>st</sup> day of school.

The main advantages of the changes are consistency, equity, and financial. The new rules also make the implementation of the new Aesop substitute finder and absence reporting system more fluid.

The following submitted blue cards to address the Board, supporting changes to the current schedule:

Bobby Jack Thompson, Principal, S.J. Welsh Middle School  
Beth Fraser, Principal, Barbe High School

On motion by Mr. Breaux, and seconded by Mr. Hardy, a highly qualified substitute teacher that is highly qualified for any core class, English, Math, Science, and Social Studies would revert to the prior year substitute payment schedule.

A substitute motion was made by Mr. Andrepont, seconded by Mr. Jongbloed, to pay certified, substitute teachers full pay from day one.

An amendment to the motion was made by Mr. Dellafosse, seconded by Mr. Hardy, to pay degreed, substitute teachers \$150 per day and allow them two years to be eligible for alternative certification or revert back to the old daily rate (\$65). The motion failed with a 6/5 vote.

After much discussion, Mr. Breaux withdrew his original and motion, and Mr. Jongbloed agreed to withdraw his second.

On motion by Mr. Jongbloed, seconded by Mr. Breaux, and approved the substitute salary issue was sent back to staff for discussion including principals when making another recommendation.

The next item presented was a recommendation by staff to authorize the purchase of two properties in Iowa. In 1998 the School Board purchased 50 acres next to the high school to eventually house the planned middle school. The two pieces of property, 509 A/B West Miller Street and 503 West Miller Street in Iowa, are located between the future middle school and Iowa High School.

On motion by Mr. Webb seconded by Mr. Breaux, and approved, it was recommended to authorize purchase of properties at 509 A/B West Miller Street and 503 West Miller Street with Riverboat Funds at a price not exceeding fair market value and authorize the Superintendent and Board President to execute all related Documents. Mr. Schooler recused himself.

**On behalf of the committee, Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.**

Then, Mr. Bruchhaus presented a request from Barbara Morris for a supplemental stipend for nationally certified educational diagnosticians. Although we do not receive any funds, we are required by law to pay nationally certified teachers and counselors the \$5000 supplement. We are not required by law to pay the supplement to school psychologists, speech therapists or social workers unless funds are available. On June 18, 2013, Act No. 393 was signed by the governor providing that nationally certified educational diagnosticians shall be paid a supplement of \$5000 if they meet certain conditions and if federal funds applied for this purpose by the local school system are available. The nationally certified educational diagnosticians asked to be included in receiving the supplement should it be made available to their nationally certified co-workers. No motion was made on this matter.

Donald Fontenot, nationally certified diagnostician, submitted a blue card in support of payment.

The next item presented was tax renewals. Calcasieu Parish School Board has two parishwide tax issues that will be expiring in 2015. Staff recommended that renewal elections be called for May 3, 2014. Details include:

- ½¢ Sales tax (10 year) – “dedicated exclusively for supplementing the salaries of teachers and other employees of the Calcasieu Parish School Board.” – accounted for in general fund – estimated to generate \$22.12 million in 2013-2014.
- 3.50 mill property tax (10 years) – “purpose of providing additional support for maintenance and operation of the public schools of Calcasieu Parish.” – accounted for in general fund – estimated to generate \$5.72 million in 2013-2014.

In November we will publish the public notice, 60 days prior to the adoption of election call. The actual election call will be presented at the January 14, 2014 School Board meeting. This item was for informational purposes only.

Then, Mr. Bruchhaus presented information concerning the annual auction of surplus items. The auction will be held at the Calcasieu Parish School Board facility at Chennault on Saturday, October 19, 2013. Pedersen & Pederson

Auctions, Inc. will conduct the auction. Staff is still compiling the list at this time and will email Board Members when complete or will have at the October Board Meeting.

On motion by Breaux, seconded by Mr. Webb and approved, it was recommended to declare listed items as surplus and authorize the items to be sold at auction on October 19, 2013.

**On behalf of the committee, Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.**

Next, Mr. Bruchhaus presented a recommended salary schedule change for the Supervisor of Accounts Payable position. Nearly 10 years ago the Supervisor of Accounts Payable title was moved from the Finance, Management, Internal Auditing and Data Processing (FMIA) Salary Schedule to the Auxiliary Services schedule for any new person hired in the position. The move was a result of central office re-organization happening at the time. The current Supervisor of Accounts Payable has been in the position for many years (more than 10) and was grandfathered on the FMIA schedule. Over the last 10 years the department has been reduced in size with budget cuts and it has become more crucial that the Supervisor play an integral part in providing more output with less resources. Staff is requesting that the salary for the position remain the same as that of the current supervisor on the FMIA schedule for the future and that the salary schedule be adjusted to reflect the change. It will reflect in the qualifications in the job advertisement when the current supervisor elects to retire.

On motion by Mr. Andrepont, seconded by Breaux and approved, it was recommended that the salary for the Accounts Payable Supervisor position remain the same as that of the current supervisor on the FMIA schedule for the future and that the salary schedule be adjusted to reflect the change.

**On behalf of the committee, Mrs. Ballard made a motion to accept the recommendation. A second was not needed and on a vote, the motion carried.**

There being no further business to discuss, on motion by Mr. Andrepont, and seconded by Mr. Webb, the committee adjourned the meeting at 6:30 p.m.

### **A&P Committee, September 24, 2013**

Jim Schooler, *Chair*

### **Mr. Schooler gave the following report:**

that have come about is providing transportation and getting the required equipment

to transport food. The uses of scanners were also questioned. All schools do not have scanners. Board requested that staff check into how many schools don't have the scanners and the cost to purchase for every school.

Next, Mr. Anderson wanted to explain what item # 2 was about even though it was pulled from the agenda. The person that approached him wanted anyone that came into a school to do work must have a background check. The lady decided she wanted it passed as a law so she would proceed on the state level instead of parish wide.

Mr. Anderson presented the last item regarding a number of policy changes that were the result of legislative action written by Forethought.

On motion by Mr. Jongbloed, seconded by Mr. Dellafosse and approved, to accept the policies as presented.

**On behalf of the committee, Mr. Schooler made a motion to accept. A second was not needed and on a vote, the motion carried.**

The policies state:

**Policy BBBC, *School Board Member Continuing Education***

**The one hour of ethics training will be included in the required 6 hours of annual continuing education required for Board Members. Elected officials must receive a minimum of 1 hour on *Campaign Finance Disclosure Act* during the term of office.**

**BBBC**

**Policy**

**Cf: ABCB**

**SCHOOL BOARD MEMBER CONTINUING EDUCATION**

**SCHOOL BOARD MEMBER TRAINING**

Each Calcasieu Parish School Board member shall be required to receive a minimum of six (6) hours of training and instruction annually. Training and instruction shall address such topics as the school laws of ~~this state~~ [Louisiana](#), laws governing the powers, duties and responsibilities of school boards, the Open Meetings law, ~~the Ethics laws~~, the Public Bid laws, and in educational trends, research, and policy. Training and instruction shall also include education policy issues, such as the minimum foundation program and formula, leadership development, dropout prevention, ~~and~~ school discipline, ~~and~~ [harassment](#),



intimidation, and bullying. In a school district with a school(s) identified as academically unacceptable or in need of academic assistance, at least two (2) of the required hours shall focus on the improvement of schools identified as failing schools.

Training and instruction may be received from a post-secondary education institution in ~~this state~~ Louisiana, from instruction sponsored by the Louisiana Department of Education, from an in-service training program conducted by a school board central office or the Louisiana School Boards Association (LSBA), provided that the instruction and method for demonstrating attendance has been pre-approved by the LSBA, or training and instruction received at any conference presented by the National School Boards Association or by the Council of the Great City Schools, provided that verification of attendance by the School Board members at any such training is obtained. Each School Board's member's attendance shall be reported by the instructor to the LSBA.

#### Distinguished School Board Member

A School Board member who has received a certificate of completion for a minimum of sixteen (16) hours of training and instruction during his/her first year of service on the Board and has also received an annual certificate of completion of the required training for the subsequent three (3) consecutive years shall receive the designation of *Distinguished School Board Member*.

#### Verification and Disclosure of Training

The Superintendent shall be responsible for verifying that any of the training or instruction received by the School Board member meets statutory requirements. The provider of any School Board member training and instruction shall issue a certificate of completion annually to those members who complete the required instruction. A copy of the certificate shall be entered into the minutes of the School Board.

At least annually, the Superintendent shall transmit to the School Board's official journal a press release detailing the training and instruction received by each School Board member, as well as information on each School Board member who has been designated a *Distinguished School Board Member*.

#### ETHICS EDUCATION AND TRAINING

Each School Board member is required to receive a minimum of one (1) hour of education and training on the Louisiana Code of Governmental Ethics during each year of his/her office. All newly elected School Board members shall receive the required one (1) hour of education training within the first ninety (90) days after taking the oath of office. ~~This required ethics educational training is separate and apart from the six (6) hours of the annual continuing education requirements~~

~~stated above.~~

Campaign Finance Disclosure Training

In addition to ethics training, a School Board member shall be required to receive a minimum of one (1) hour of education and training on the Campaign Finance Disclosure Act during his/her term of office.

Revised: December, 2008

Revised: November, 2010

Revised: May, 2013

Revised: August, 2013

Ref:La. Rev. Stat. Ann. ' ' 17:53, 42:1170; Board minutes, 4-21-09, 2-8-11.

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***Policy DFD, Tax and Bond Elections and Sales***

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**A new notification procedure has been adopted when calling an election for the levy, increase, renewal or continuation of a tax. The public notice must be in the official journal no more than 60 days before or less than 30 days prior to meeting.**

**FILE: DFD  
Cf: DE, DFA**

**TAX AND BOND ELECTIONS AND SALES**

TAX AND BOND ELECTIONS

The Calcasieu Parish School Board shall call elections for the public to vote on tax or bond revenue issues. Every bond, tax, or other election at which a proposition or question is to be submitted to the voters shall be held only on one of the dates set forth by state law or upon proper application to and approval of the State Bond Commission on a date not provided by statute. The proposition placed on the ballot submitted to the voters in any bond election shall state the kinds and sources of revenues which shall be pledged to retire the bonds, should the proposition be successful.

Public notice of the date, time, and place of any meeting at which the School Board intends to levy, increase, renew, or continue any ad valorem property tax or sales and use tax or authorize the calling of an election for submittal of such question to the voters shall be both published in the official journal of the School Board no more than sixty (60) days nor less than thirty (30) days before such public meeting and shall be announced to the public during the course of a public meeting no more than sixty (60) days nor less than thirty (30) days before such public meeting.

If such a meeting is postponed or cancelled, notice of any subsequent meeting to consider taking action regarding property or sales taxes shall be published in the School Board's official journal no less than ten (10) days before the subsequent meeting.

If consideration of or action upon the tax proposal is postponed, or if no action was taken regarding the tax proposal, then notice of any subsequent meeting to consider the tax proposal shall be published no less than ten (10) days before the subsequent meeting, unless the date, time, and place of the subsequent meeting was announced to the public during the meeting.

On the date and at the hour and place specified in the notice of election, the Board, in public session, shall examine and canvass the returns and declare the result of the elections. The result shall be promulgated by one publication in the official journal of the Board.

#### SALE OF BONDS

If approved by the electorate, the Board shall adopt a resolution providing for the issuance of school bonds within a particular bonding district. Said issuance of bonds shall prescribe the form and fix the maturities thereof, and provide for the payment of said bonds in principal and interest.

All bonds shall be advertised for sale on sealed bids, which advertisement shall be published at least once a week for three (3) weeks, the first publication to be made at least fifteen (15) days preceding the date fixed for the reception of bids. Advertisement shall be in the official journal of the governing authority at least fifteen (15) days before the date fixed for the reception of bids. Notice of sale shall also be published once a week for three (3) weeks preceding the date fixed for the reception of bids, either in a financial paper published in the city of New York or the city of Chicago, or in a newspaper of general circulation published in a city of the state of Louisiana having a population of not less than twenty thousand inhabitants, according to the last federal census.

The School Board may reject any and all bids. If the bonds are not sold pursuant to the advertisement, they may be sold by the School Board by private sale, within sixty (60) days after the date advertised for the reception of sealed bids, but no private sale shall be made at a price less than the highest bid which shall have been received. If not sold, the bonds shall be readvertised in the manner prescribed above.

Revised: May, 2011

Revised: August, 2013

Ref: Constitution of Louisiana, Art. VI, Sec. 30, Sec. 33; La. Rev. Stat. Ann.

' '18:1281, 18:1282, 18:1283, 18:1284, 18:1285, 18:1286, 18:1293, 39:570, 39:1421, 39:1422, 39:1423, 39:1424, 39:1424.1, 39:1425, 39:1426, 39:1427, 39:1428, 39:1429, [42:19.1](#); Board minutes, 2-7-12.

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**Policy EBBC, *Emergency/Crisis Management Drills***

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**This policy has been revised and retitled; requiring each principal to prepare a plan jointly with local law enforcement, fire, public safety, and emergency preparedness officials and to review and update annually.**

**FILE: EBBC**  
**Cf: EBB**

**EMERGENCY/CRISIS MANAGEMENT ~~DRILLS~~**

**CRISIS MANAGEMENT AND RESPONSE**

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have a *Crisis Management and Response Plan*. A *Crisis Management and Response Plan* means a plan to address school safety and the incidence of a shooting or other violence at schools, on school buses, and at school-related activities; to respond effectively to such incidents; and to ensure that every student, teacher, and school employee has access to a safe, secure, and orderly school that is conducive to learning. Such plans shall also address the management of any other emergency situation.

The *Crisis Management and Response Plan* shall be prepared by each public school principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. In preparing the plan, the principal and such officials shall consider and include, if appropriate, input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall detail the roles and responsibilities of each school employee and the relevant coordination agreements, services, and security measures of a school in the event of a shooting or other violent incident or emergency situation. The plan may also provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. In reviewing and revising the plan, the principal and such officials shall consider and include input,

if appropriate, from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders. Each principal shall submit such plan in writing to the Superintendent for approval at least once annually, including upon each revision.

The Superintendent shall make an annual report to the School Board on the status of the plan of each school under the School Board's jurisdiction.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the *Crisis Management and Response Plan*. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent. Each principal shall notify all teachers and other school employees regarding any revisions made to the plan.

#### OTHER EMERGENCY DRILLS

The Calcasieu Parish School Board shall require special drill activities be planned by the principal and faculty of each school to assure orderly movement and evacuation of students to the safest area in the event of an emergency fire, weather, or other disasters. Such activities shall be conducted in accordance with regulations and procedures developed by the Superintendent and staff.

~~The plan shall provide for escape routes and alternate routes for all students and teachers in the schools. Teachers and students shall be informed of escape routes, and a map shall be placed in each room specifying the routes and procedures for evacuating the buildings.~~

~~There shall be at least two (2) fire exit drills held during the first two (2) weeks of a school term and eight (8) additional fire exit drills during the year. This is a total of ten (10) fire drills during the school year. There will be one (1) disaster drill per semester, and one (1) bus emergency evacuation drill per semester shall be held in each school of the school district. A report concerning all drills and evacuations shall be kept on file. Appropriate staff shall cooperate with Civil Defense authorities in the development of emergency and disaster plans.~~

Practice emergency drills, such as fire and disaster drills, shall be conducted monthly in each school, with at least two (2) practice emergency drills conducted the first two (2) weeks of school, and eight (8) additional emergency drills during the year, for a total of ten (10) emergency drills during the school year. Each school of the school district shall hold one (1) disaster drill, and one (1) bus emergency evacuation drill during the first six (6) weeks of each school semester.

Every separate administration building shall conduct at least two (2) emergency drills each fiscal year.

Revised: September, 1997

Revised: August, 2013

**Ref:** [La. Rev. Stat. Ann. '§17:416.16, 40:1578.6](#); [Louisiana Handbook for School Administrators](#), Bulletin 741, [Louisiana School Transportation Specifications and Procedures, Bulletin 119](#), Louisiana Department of Education; [Life Safety Code](#), National Fire Protection Association; Board minutes, 9-8-97.

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**Policy EBC, Buildings and Grounds Security**

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**Certain law enforcement officials were already exempt but now include off-duty law enforcement officers.**

**FILE: EBC  
Cf: EBC-P, EBCB, GAMI  
Cf: JCAB, JCDAE, KG, KM**

### **BUILDINGS AND GROUNDS SECURITY**

It is the policy of the Calcasieu Parish School Board that a concerted effort be made at all times by the Board and all personnel to provide for the security and protection of its students, employees, visitors, facilities, and equipment.

Security not only encompasses maintenance of secure (locked) buildings but other strategies to make the school environment safe, such as protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment, and the protection of students, staff, and visitors at school functions, whether on or off campus.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

Records and funds shall be kept in a safe place and under lock and key when required.

#### **FIREARM FREE ZONES**

The areas surrounding the school campus or within 1,000 feet of any such school campus, or within a school bus, shall be designated *Firearm-Free Zones*. It is unlawful for a student or non-student to intentionally possess a firearm on school property or within 1,000 feet of school property or while on a school bus, [with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.2](#). The School Board, in cooperation with local governmental agencies and the Louisiana Department of Education, shall designate and mark *Firearm-Free Zones* which surround all schools and school property.

DRUG FREE ZONES

The area within 2,000 feet of any property used for school purposes by any school, or on a school bus, shall be designated as *Drug Free Zones*. It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute in a *Drug Free Zone*. The Calcasieu Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

ELECTRONIC TELECOMMUNICATION DEVICES

Except as may be allowed by School Board policy, no person, unless authorized by the school principal or designee, shall use, possess, or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electromechanical paging system in any elementary or secondary school building, or on the grounds thereof while school is in session or in any school bus. Appropriate law enforcement agencies shall be notified of any person, other than a pupil or school employee, who violates this policy while on school property without authority.

BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities.

*Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

The School Board shall post permanent notices of such prohibition at each major point of entry to the school.

SEARCH OF PERSONS OTHER THAN STUDENTS

Any school principal, administrator, teacher, or school security guards may search the person, book bag, briefcase, purse or other object in the possession of any person who is not a student enrolled in the school, or any school employee, while in or on school grounds. This search may be done randomly with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or objects in violation of School Board policy.

Revised: December, 2008

Revised: November, 2010

Revised: May, 2011

Revised: August, 2013

Ref: La. Rev. Stat. Ann. ' ' [14:95.2](#), 14:95.6, 14:95.9,17:81, 17:239, 17:240, 17:405, 17:416.6; Board minutes, 4-21-09, 2-8-11, 2-7-12.

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**Policy EE, *Child Nutrition Program Management***

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**Act 329 provides policy language allowing denial of meals to students with proper documentation.**

**FILE: EE  
Cf: JGB, KG**

### **CHILD NUTRITION PROGRAM MANAGEMENT**

The Calcasieu Parish School Board believes the school district should have a sound child nutrition program and that the child nutrition program should be an integral part of the total educational program. The Board also believes that the highest possible sanitation standards should be maintained and that every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex, or age.

#### GUIDELINES

The Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements as outlined by the Louisiana Department of Education, Bulletin 1196, *Louisiana Food and Nutrition Programs, Policies of Operation*, including that only products that have met all state certification requirements shall be utilized in child nutrition facilities. The School Board, as the recognized child nutrition program authority for the school district, shall annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs and any other related programs. The approved agreement shall meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Assistance*.

Guidelines of the *Louisiana Sanitary Code* shall be strictly followed in the preparation, serving, and cleaning of all child nutrition programs and facilities.

Each school shall abide by state and federal guideline restrictions on the operation of concessions, canteens, snack bars, vending machines or other food and beverage sales.



No supplies or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Disciplinary action may result for unauthorized food removal.

#### SPECIAL EVENTS

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the child nutrition supervisor. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the supervisor of child nutrition at least two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

#### PAYMENT FOR MEALS

Meals may be paid for daily, weekly, monthly, or annually. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Those students not eligible for free meals who have not paid for a scheduled meal may have that meal withheld.

In elementary schools, prior to withholding a meal, the school shall:

1. Provide actual notification to the child's parent or legal guardian as to the date and time after which meals may be denied, the reason for such denial, any action that may be taken by the parent or legal guardian to prevent further denial of meals, and the consequences of the failure to take appropriate actions to prevent such denial, including that the school governing authority shall contact the office of community services within the Department of Social Services upon the *third* instance of such denial during a single school year.
2. Verify with appropriate school staff that the child does not have an *Individual Education Plan* that requires the child to receive meals provided by the school to ensure that neither the child's health nor learning ability will be negatively affected by denying the child meals during school hours.

If the school denies a scheduled meal to a child, the school shall provide a sandwich or a substantial and nutritious snack item to the child as a substitute for the meal denied.

Upon the third (3<sup>rd</sup>) instance during a single school year of the same elementary school child being denied a meal during school hours, the School Board shall contact the office of community services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has

resulted in repeated denials of meals during school hours.

The School Board shall document each instance that a child is denied a meal in an elementary school. ~~and shall report annually to the State Superintendent of Education and to the respective legislative Committees on Education relative to the number of instances of denials of meals to children during school hours, the reason for the denial of meals to the child, the age and grade of each child so denied, and whether the child qualifies for free or reduced price lunch programs.~~

Charitable funds donated by school employees or other charitable funds may be used to pay for a child's meal in the event that he/she is subject to the denial of a meal during school hours.

No discrimination against any individual shall occur because of his/her inability to pay, nor shall the Board or any nutrition service provider publish or permit to be published the names of any individual unable to pay for the food.

Any public school employee who discloses the name of any individual unable to pay for such food, either orally or in written form, except as reasonably necessary in the conduct of his/her official duties, shall be subject to the penalties provided in state law. No employee shall disclose such information to any student for any reason.

#### FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program shall be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application to apply for school meal benefits shall be sent to the parents or guardians of each student within the first week of school. Parents shall be requested to complete an application listing all students enrolled in Calcasieu Parish public schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the application may subject him or her to prosecution under applicable state and federal criminal statutes. Such applications (approved and disapproved) and documentation of the action taken shall be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow for the limited disclosure of information about free and reduced price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the *No Child Left Behind Act* (NCLB), the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced price meal eligibility status in order to administer and enforce the Title I requirements under the NCLB. The statute, however, does not allow the disclosure of any other information obtained from the free lunch application form

or obtained through the direct certification information received from the food stamp office.

Revised: October, 1997

Revised: August, 2005

Revised: August, 2010

Revised: August, 2013

Ref: *No Child Left Behind Act of 2001* (NCLB); La. Rev. Stat. Ann. §§17:82, 17:191, 17:192, 17:192.1, 17:195, 17:196, 17:197.1, 17:198, 17:199, 39:2101, 40:4; *Louisiana Food and Nutrition Programs, Policies of Operation*, Bulletin 1196, Louisiana Department of Education; *Louisiana Sanitary Code*, La. Dept. of Health and Hospitals; Board minutes, 5-9-06, 10-5-10.

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**Policy GAMJ, *Miscellaneous Conditions of Employment***

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**School Boards must allow a reasonable amount of break time, as well as an appropriate private room other than a restroom, for a new mom to express breast milk during the work day.**

**NEW POLICY**

**FILE: GAMJ**

**Cf: EB, EBB**

**Cf: EBC, GBRA**

## **MISCELLANEOUS CONDITIONS OF EMPLOYMENT**

### INSPECTIONS AND SEARCHES

It shall be the policy of the Calcasieu Parish School Board to reserve the right to inspect any School Board-owned property including, without limitations, computers, desks, lockers, and similar furnishings at any time, with or without notice, and that personal property an employee may bring onto School Board premises may be subject to inspection, including searches, in connection with the School Board's investigation of stolen property, hazardous materials, controlled substances, or the health and safety of employees and students.

As a condition of employment, each employee of the School Board shall acknowledge the School Board's right to conduct such inspections and investigations, and agree to any inspections made, and cooperate in all respects during any such proceedings.

### SECURITY AND CONFIDENTIALITY

It is the policy of the School Board to maintain strict control over entrance to the premises, access to work locations and records, computer information, and cash and other items of monetary value. Employees who are assigned keys, given

special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of such records, material, equipment, or items of monetary or business value shall be required to use sound judgment and discretion in performing their duties, and shall be held accountable for any wrongdoing or acts of indiscretion.

Confidential information obtained as a result of employment with the School Board shall not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information may result in civil or criminal penalties, both for the individuals involved and for the School Board and subject the employee to disciplinary action, up to and including termination.

#### ACCOMMODATIONS FOR BREAST-FEEDING MOTHERS

Each school under the jurisdiction of the School Board shall provide the following:

1. An appropriate, private room, other than a restroom, that may be used by an employee to express breast milk.
2. A reasonable amount of break time to accommodate an employee needing to express breast milk that, to the extent possible, shall run concurrently with the break time already provided to the employee, and that shall be available to the employee for up to one (1) year following the birth of her child.
3. Procedures for the employee to notify her supervisor or other appropriate personnel of her intent to make use of the accommodations offered pursuant to this policy and to schedule accordingly.

Any additional break time used by an employee to express breast milk shall be considered unpaid leave time.

New policy: August, 2013

Ref: La. Rev. Stat. Ann. '17:81.

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#### ***Policy GBN, Dismissal of Employees***

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**Additional provisions have been enacted for the dismissal of bus operators who have been found guilty of violating a parish or municipal ordinance such as operation of a vehicle while intoxicated regardless of whether it was during or after hours.**

**FILE: GBN**

Cf: GBA, GBJ  
Cf: EDBA, GBRA

### DISMISSAL OF EMPLOYEES

The Calcasieu Parish School Board shall strive to assist personnel in adjusting to their positions and performing their duties satisfactorily.

With the exception of lay-offs caused by programmatic changes, budget cuts, staff reorganizations, and/or ~~reduction of personnel actions~~ other personnel actions reducing numbers of employees, no School Board employee shall be dismissed except as provided below. Any school employee shall be dismissed by the Superintendent or the School Board, in accordance with statutory provisions, upon final conviction or pleading *nolo contendere* of certain crimes enumerated in La. Rev. Stat. Ann. §15:587.1 and/or any other felony offense. In addition, employees may be dismissed for failure to properly report arrests for certain offenses enumerated in La. Rev. Stat. Ann. §17:16.

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

#### CERTIFICATED EMPLOYEES

##### Non-tenured Teachers

The Superintendent may terminate the employment of any non-tenured teacher after providing such teacher with the written reasons therefor and providing the teacher the opportunity to respond. The teacher shall have seven (7) days to respond, and such response shall be included in the teacher's personnel file. The teacher shall not be entitled to a hearing before the School Board.

##### Tenured Teachers

A teacher with tenure shall not be removed from office except upon written and signed charges of poor performance, willful neglect of duty, incompetency, dishonesty, immorality, or of being a member of or contributing to any group, organization, movement, or corporation that is by law or injunction prohibited from operating in the state of Louisiana, and then only if furnished with a copy of such written charges and given the opportunity to respond. The Superintendent shall provide the teacher with written charges, and the teacher shall have seven (7) days to respond. Such response shall be included in the teacher's personnel file. At the end of the seven (7) day time period, the Superintendent may terminate the teacher's employment.

A teacher shall not be terminated for an *ineffective* performance rating until completion of the [School](#) Board's evaluation grievance procedure if a grievance was timely filed.

Within seven (7) days after dismissal, a teacher may request and upon request shall be granted a hearing by a *tenure hearing panel* composed of a designee of the Superintendent, a designee of the principal, and a designee of the teacher. In no case shall the Superintendent, the principal, or teacher designate an immediate family member or any full-time employee of the school system by which the teacher was employed who is under the supervision of the person making the designation. Such hearing may be private or public, at the option of the teacher, and shall begin within seven (7) business days after receipt of the teacher's request for such hearing. The teacher shall have the right to appear before the tenure hearing panel with witnesses on his/her behalf and with counsel of his/her selection, all of whom shall be heard by the tenure hearing panel at the hearing. For the purpose of conducting hearings hereunder, the tenure hearing panel shall have the power to issue subpoenas to compel the attendance of all witnesses. Nothing herein contained shall impair the right to seek supervisory review from a court of competent jurisdiction.

The tenure hearing panel shall submit its recommendation to the Superintendent, and the Superintendent may choose to reinstate the teacher. If the Superintendent does not reinstate the teacher, the Superintendent shall notify the teacher of his/her final determination, in writing, and such teacher may, not more than sixty (60) days from the postmarked date of such written notification, petition a court of competent jurisdiction to review whether the action of the Superintendent was arbitrary or capricious.

For purposes of termination, the results of a teacher's evaluation wherein the teacher's performance has been classified as *ineffective* shall constitute sufficient proof of poor performance, incompetence, or willful neglect of duty and no additional documentation shall be required to substantiate such charges.

#### Contract Appointees

Personnel who have entered into promotional employment contracts with the School Board, pursuant to La. Rev. Stat. Ann. §17:444, may be removed from their positions by *non-renewal* of their contracts or by *termination* of their contracts. ~~For non-renewal, the School Board shall approve, based on the recommendation of the Superintendent, that a new contract not be issued for reasons which:~~

- ~~(a) — are based on evaluation of the employee's performance;~~
- ~~(b) — would constitute cause sufficient to support a mid-contract termination;~~
- ~~(c) — involve discontinuation of the contracted position; or~~

~~(d) — involve elimination of the position as a result of district reorganization.~~

Contracts may be non-renewed by the School Board for any of the following reasons:

(a) the Superintendent has recommended against renewal of the contract based on an evaluation of the employee's performance;

(b) the failure to offer a new contract is based on a cause sufficient to support a mid-contract termination;

(c) the position in question has been discontinued; or

(d) the position in question has been eliminated as a result of district reorganization.

In a non-renewal situation, the employee shall not be entitled to a hearing before the School Board.

For *mid-contract termination* of promotional employment contracts, the employee shall receive written charges and a fair hearing before the School Board after reasonable written notice. A contract may be terminated if the employee is found guilty of being incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract, or other reasons provided for by state law.

#### NON-CERTIFICATED EMPLOYEES

##### Non-Tenured Bus Operators

No bus operator hired after July 1, 2012 shall earn tenure.

A non-tenured bus operator shall be immediately dismissed if he/she is convicted of or has pled nolo contendere to violations of local or existing state law prohibiting operating a vehicle while intoxicated regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

A non-tenured bus operator may also be dismissed by the School Board upon the Superintendent's written recommendation. The employee shall not be entitled to a hearing before the School Board.

##### Tenured Bus Operators

The School Board may dismiss any tenured bus operator only after written and signed charges against the bus operator have been prepared by the Superintendent and submitted to the School Board. The School Board, if it decides to proceed

upon the charges, shall notify the bus operator in writing at least twenty (20) days prior to the hearing, stating the charges brought against him/her, and shall arrange for a hearing to be held in accordance with due process provisions of the law, such hearing to be public or private at the option of the bus operator. A tenured bus operator may be dismissed for willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with requirements of La. Rev. Stat. Ann. §17:491.3 relative to being arrested for one or more of the specified offenses, or physical disability to perform his/her duties, or failure to keep his/her transfer equipment in a safe, comfortable, and practical operating condition, or of being a member of or contributing to any group, organization, movement, or corporation that is prohibited by law or injunction from operating in the state, and then only if found guilty after a hearing by the School Board by a *majority of the Board's membership*.

~~An~~ Additional grounds for the removal from office of any school bus operator shall be:

1. the abolition, discontinuance, or consolidation of routes, but then only if it is found as a fact, after a hearing by the School Board, that it is in the best interests of the school system to abolish, discontinue, or consolidate said route or routes. If abolition, discontinuance, or consolidation of bus routes is approved, the principle of seniority shall apply, so that the last school bus operator hired to serve within the school system to be affected shall be the first to be removed.

2. conviction of or plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of the existing state offenses relative to operating a vehicle while intoxicated, as enumerated in La. Rev. Stat. Ann. §17:493, regardless of whether the violation occurred while performing in his/her official capacity as a school bus operator at the time of the offense.

#### School Employees

All employees of the system whose dismissal is not governed by the provision of La. Rev. Stat. Ann. ' ' 17:441-446, or by the provisions of La. Rev. Stat. Ann. ' ' 17:491-494, shall be subject to dismissal upon the written recommendation by the Superintendent to the School Board. Such employees shall not be entitled to a hearing before the School Board.

Revised: November, 1985

Revised: December, 1990

Revised: December, 1992

Revised: November, 2003

Combined with GCN: December, 2006

Revised: September, 2010

Revised: October 2, 2012

Revised: August, 2013

Ref: La. Rev. Stat. Ann. ' ' 15:587.1, 17:15, 17:16, 17:81.5, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; Rouselle v. Plaquemines Parish School Board, 633 So2d 1235 (La. 2/28/94); Board minutes, 2-19-91, 4-20-93, 5-21-96, 6-3-03, 5-11-04, 2-8-11, 10-2-12.



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**Policy IDDF, *Education of Student's with Exceptionalities***

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**Students classified as *gifted and talented* are not meant to be included in the secluded or restraint provisions.**

**FILE: IDDF**

### **EDUCATION OF STUDENTS WITH EXCEPTIONALITIES**

The Calcasieu Parish School Board shall ~~provide~~ make available a free appropriate public education in the least restrictive environment to ~~every~~ each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board ~~for~~ to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special educational ~~and related~~ services ~~while receiving educational support in the regular classroom~~. If it is determined ~~in~~ through the evaluation process that a child has a disability, ~~impairment, or condition that impedes the educational process and, by reason thereof needs special education and related services,~~ then the child is classified ~~according to~~ in accordance with the Louisiana's Pupil Appraisal Handbook, Bulletin 1508, guidelines and becomes eligible to receive special education services. All special education services shall be ~~performed~~ provided to eligible students with exceptionalities in accordance with the regulations outlined in Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706 and all other applicable federal and state regulations.

The School Board shall establish and maintain ~~regulations~~ policies and procedures in accordance with federal and state laws and regulations to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by the School Board.

### **SECLUSION AND RESTRAINT**

The School Board recognizes that, in order for students to receive a free appropriate public education, a safe learning environment needs to be provided. In doing so, the School Board also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or

others. The School Board shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student's *Individualized Education Program* (IEP) or behavior intervention/management plan.

[The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability.](#)

### Definitions

*Imminent risk of harm* shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

*Seclusion* shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.

*Seclusion room* means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

*Mechanical restraint* means the application of any device or object used to limit a person's movement. Mechanical restraint does *not* include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

*Physical restraint* means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) Holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

*Positive behavior interventions and support* means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

*School Employee* means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

### Documentation and Notification

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

This policy and the guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to all school employees and every parent of a ~~child~~ student with ~~an exceptionality~~ a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported by the School Board to the Louisiana Department of Education (LDE).

#### Guidelines and Procedures

The School Board shall require the Superintendent and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the ~~Louisiana Department of Education~~ LDE.

#### Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such

incidents in the school year, the student's *Individualized Education ~~Plan~~ Program* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three (3) weeks.

#### Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

#### Charter Schools

Notwithstanding any state law, rule, or regulation to the contrary and except as may be otherwise specifically provided for in an approved charter, a charter school established and operated in accordance with State law, including its approved charter and the school's officers and employees, shall be subject to the School Board's policy and written procedures and guidelines regarding the use of seclusion and restraint with students with exceptionalities.

Revised: December, 2008

Revised: December, 2011

Revised: February, 2012

Revised: August, 2013

Ref: 20 USCA '1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR '300.308 (*Assistance to States for the Education of Children with Disabilities*); La. Rev. Stat. Ann. ' '17:7, 17:416.21, 17:1941, 17:1942, 17:1943, 17:1944, 17:1945, 17:1946, 17:1947; *Pupil Appraisal Handbook*, Bulletin 1508, Louisiana Department of Education; *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 4-21-09.

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#### **Policy IDE, Co-Curricular Activities and Extracurricular Activities**

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**Students are not limited to the number of extracurricular activities that they can participate in.**

**FILE: IDE  
Cf: IDFA**

#### **CO-CURRICULAR ACTIVITIES AND**

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## EXTRACURRICULAR ACTIVITIES

The Calcasieu Parish School Board shall be committed to providing for each of its schools a program of student activities that enhance pupil interest, participation and growth. Student activities shall be provided to all students in a manner which allows students equal opportunity to participate in services and activities. All activities shall be in compliance with pertinent regulations of the Louisiana Board of Elementary and Secondary Education.

### CO-CURRICULAR ACTIVITIES

Co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

### EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

Extracurricular activities shall not be scheduled during instructional time. To participate in the 4-H and FFA Livestock Shows, students must meet the approved academic requirements for eligibility for extracurricular and co-curricular activities.

[Notwithstanding any policy, rule, or regulation adopted by the School Board to the contrary, no student otherwise eligible to participate in an extracurricular activity, including interscholastic athletics, shall be limited in the number of such activities in which the student may participate in a school year.](#)

### ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

1. No student shall be allowed to miss any class in which the student is presently failing.
2. No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.
3. Students must be in attendance at school at least one (1) hour prior to release time in order to participate in a contest. Only the school administrator can grant exceptions to this rule.
4. All work missed by students while on co-curricular or extracurricular

events must be made up and completed in a manner that would be required of any other students in order to receive credit.

5. All students with less than eighteen (18) units toward graduation must be enrolled in at least five (5) subjects with a grade point average of 1.5 or better. Students participating in Louisiana High School Athletic Association (LHSAA) athletics shall meet the requirements of the LHSAA.

#### SPECIAL EDUCATION STUDENT PARTICIPATION

All non-academic and extracurricular services and activities shall be offered to all exceptional students in a manner that allows them equal opportunity to participate in services and activities.

#### SUNDAY ACTIVITIES

School activities, voluntary or otherwise, shall not be scheduled on Sunday. Should extenuating circumstances arise which necessitate an activity on Sunday, however, the coach/sponsor shall secure written permission from the school principal and the Superintendent or his/her designee.

Revised: April, 1999

Revised: May, 2013

Revised: August, 2013

Ref: La. Rev. Stat. Ann. §17:176; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association; Board minutes, 3-2-99.

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#### **Policy IDFA, Interscholastic Athletics**

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The section entitled **Students in Home Study Programs** has been deleted from this policy.

**FILE: IDFA**  
**Cf: IDE, IDFAA**  
**Cf: IDFAB**

### **INTERSCHOLASTIC ATHLETICS**

The Calcasieu Parish School Board is committed to the belief that for the learning process for students to be complete, additional student activities, such as athletics, must be an integral part of the educational process.

#### ATHLETIC PROGRAM

Interscholastic athletics may be made available for students in the schools of the school district. The Superintendent or his/her designee shall develop and

maintain an athletic program in the school district that emphasizes participation of all students. The conduction of all athletic programs within the school district shall comply fully with regulations of the *Louisiana High School Athletic Association* (LHSAA) and policies of the School Board.

The Board shall allow students to participate in as many sports activities and academic activities as he/she is capable of participating in without fear of reprisal.

#### STUDENTS IN HOME STUDY PROGRAMS

~~Students participating in a home study program approved by the Louisiana Board of Elementary and Secondary Education (BESE) may be eligible to participate in interscholastic athletic activities at a high school that is a member of the Louisiana High School Athletic Association (LHSAA). To be eligible to participate, the home study student shall meet each of the following requirements:~~

- ~~1. The student shall be subject to the same residency or attendance zone requirements as other students participating in the athletic activity.~~
- ~~2. The student's parent or legal guardian shall make a written request for the student to participate in interscholastic athletic activities to the principal of the school providing the activity. Such request shall be made not later than the first eleven (11) days of the school year.~~
- ~~3. The principal of the school providing the athletic activity shall approve or disapprove such written request within thirty (30) days after receipt by the principal of all information and documentation requested by the principal from the student or the student's parent or legal guardian, or both. Such information and documentation shall be as noted in item 5 below, as well as information and documentation that is required of other students relative to participation in the athletic activity. The decision by the principal to approve or disapprove the written request for the student to participate shall be **final**.~~
- ~~4. If participation is approved, then at the time of participation in the athletic activity, the student and the student's home study program shall be in full compliance with all guidelines, standards, and requirements established by state law for home study programs.~~
- ~~5. The student shall submit documentation from BESE that the student is in a home study program approved by BESE. The student shall submit a copy of his/her transcript showing units of study completed or in progress, the grades earned for such study, and his/her cumulative grade point average.~~
- ~~6. The student shall be required to meet academic standards required of other students to participate in the athletic activity.~~
- ~~7. The student shall be required to meet all other standards and requirements applicable to a student participating in the athletic activity, including but not~~

~~limited to tryouts, practice time, codes of conduct and student discipline, physical exams, proof of age, permission forms, waivers, required paperwork, fees, and transportation arrangements but excluding any requirements that the student be enrolled in or attend the school, or both.~~

~~8. — The student shall be required to meet conditions applicable to students at the school relative to having any required insurance coverage either by participating, if otherwise eligible, in insurance programs offered through the school or school system or by providing for such insurance coverage in another manner.~~

~~After a decision is made by the principal to approve a request for the student to participate, then the student shall participate in any tryouts for such activity at the same time and in the same manner as other students who want to participate in the same activity.~~

~~Any home study student who provides, or on whose behalf others provide, any false representation, documentation, or verification of the student's qualifications for the purpose of meeting eligibility requirements to participate in interscholastic athletics shall be ruled ineligible to participate in accordance with policies of the LHSAA and shall be subject to the same penalties as other students. Likewise, a school determined to be knowledgeable of any false representation, documentation, or verification of a home study student's qualifications for the purpose of meeting eligibility requirements to participate in interscholastic athletics shall be subject to penalties as established by the LHSAA for use of an ineligible student athlete.~~

~~A student who has been enrolled in a public or nonpublic school during the school year in which the student begins home study or during the previous school year and who was determined ineligible to participate in one or more interscholastic extracurricular activities at such school for reasons related to student conduct or academic performance, or both, shall be ineligible to participate in interscholastic athletic activities for one (1) calendar year from the date the student was determined ineligible.~~

~~A student who has been enrolled in a public or nonpublic school during the school year in which the student begins home study shall not be eligible to participate in interscholastic athletic activities during the remainder of that school year nor during the following school year.~~

#### PARTICIPATION REQUIREMENTS

No student shall be permitted to practice or participate in any interscholastic athletic program in any public school of the Calcasieu Parish School Board until such student shall have furnished to the principal of the school documentation that he/she has met the following requirements:



1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).

2. Properly complete a *School Entrance and General Health Exam Form/LHSAA Medical History* and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school. Physicians may continue to use the original *LHSAA Sports Physical Form* in performing sports physicals. In addition, parents shall be required to complete the *Authorization for Release of Confidential Information*.

3. Once a student passes the initial medical examination and completes an *LHSAA Medical History Form* prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her *LHSAA Medical History Form* as required.

4. A copy of all completed and signed medical examination and participation/release of information forms (and any others required by the School Board) must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.

5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.

6. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic activity. (See policy *IDFAA, Drug Testing of Student Athletes*)

#### RULES VIOLATION

Adherence to the rules of athletic representation and participation shall be strictly enforced by the Board. Any violations of athletic rules shall be immediately reported to the Superintendent by the principal. In the event that a member school, member school principal, or member school coach is penalized or cited by the LHSAA due to a violation, the athletic director, principal, and coach involved shall provide a full report to the Superintendent. If found warranted, the Superintendent in turn shall make a report to the School Board with pertinent recommendations for disciplinary action.

SCHOLASTIC REQUIREMENTS

The School Board endorses the scholastic eligibility requirements as a condition for participation in high school extracurricular activities as stipulated by the LHSAA. Scholastic requirements shall be as follow:

1. To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous school year, which shall be listed on the student's transcript, and shall have at least a "C" average as determined by the School Board when considering all "graded" subjects.
2. To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. A senior attempting four (4) units in the first semester must pass all four (4) units to be eligible in the second semester. Likewise, a senior attempting five (5) units in the first semester must pass all five (5) units, and a senior taking six (6) or more units in the first semester must pass six (6) units for second semester eligibility.
3. The LHSAA includes specific eligibility rules for special education students which must be met for their participation.

Individual schools or the School Board may set higher, but not lower scholastic requirements for interscholastic athletic participation.

INSURANCE COVERAGE

Athletes shall have either school student insurance or a signed statement from the parent showing that the student is otherwise covered for any accident or injuries that may occur during any athletic participation. No students shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

ATHLETIC CONTESTS

The School Board encourages schools of Calcasieu Parish to schedule and play varsity football games only on Friday nights. Games may be played on days other than Fridays, except for Wednesday and Sundays, with prior approval of the Superintendent or designee.

Should extenuating circumstances arise which necessitate scheduling an activity on Sunday, the coach/sponsor shall secure written permission from the school principal and the Superintendent or his/her designee.

Revised: August, 1994

Revised: August, 2011

Revised: April, 1999

Revised: August, 2013

Revised: August, 2010

Ref: La. Rev. Stat. Ann. §§17:169, 17:176, ~~17:236.3~~; Louisiana Handbook for

*School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association; Board minutes, 8-2-94, 3-12-99, 10-5-10, 2-7-12.

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**Policy IKDC, *Prayer in Schools***

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**Act 286 further addresses the rights of students to gather for student-initiated prayer in classrooms, auditoriums, or other space not in use.**

**FILE: IKDC**

**PRAAYER IN SCHOOLS**

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in

silent meditation unless the student chosen has volunteered to do so.

#### STUDENT-INITIATED PRAYER

Upon the request of any public school student or students, the principal or his/her designee may permit students to gather for prayer in a classroom, auditorium, or other space that is not in use, at any time before the school day begins when the school is open and students are allowed on campus, at any time after the school day ends provided that at least one student club or organization is meeting at that time, or at any non-instructional time during the school day. A school employee may be assigned to supervise the gathering if such supervision is also requested by the student or students and the school employee volunteers to supervise the gathering.

Any school employee may attend and participate in the gathering if it occurs before the employee's work day begins or after the employee's work day ends.

Any parent may attend the gathering if the parent adheres to school procedures for approval of visitors on the school campus.

The students may invite persons from the community to attend and participate in the gathering if other school organizations and clubs are allowed to make similar invitations. Such persons shall adhere to school procedures for approval of visitors on the school campus.

Revised: December, 1995

Revised: August, 1999

Revised: June, 2002

Revised: August, 2013

Ref:La. Rev. Stat. Ann. §§17:2115, 17:2115.1, 17:2115.2, 17:2115.3, 17:2115.4, 17:2115.5, 17:2115.6, 17:2115.7, 17:2115.8, 17:2115.9, 17:2115.10, [17:2115.11](#);  
Board minutes, 9-17-02.

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#### ***Policy JCDAF, Bulling and Hazing***

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**A revision so include mandatory employee training to provide a minimum of 4 hours of training for each new school employee who has contact with students.**

**Act 329 allows the interview of a student under the age of 18 without a parent or legal guardian if 3 attempts of notification to the parents/guardian do not reply.**

**FILE: JCDAF  
Cf: GAMC, IHAD  
Cf: JAA, JCD, JCED**

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**BULLYING AND HAZING**

The Calcasieu Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - A. Gestures, including but not limited to obscene gestures and making faces.
  - B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - D. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical

harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

*Hazing* shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

#### NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

#### REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential*.

School Personnel

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

False Reports

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

1. Timing

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

### 3. Parental Notification

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.

B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

### 4. Documentation



At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.

B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.

C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.

D. Maintain reports/complaints and investigative reports for three (3) years.

E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

#### APPEAL

If the school principal or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

#### DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

#### PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

#### TRAINING

[The School Board shall provide a minimum of four \(4\) hours of training for all](#)

new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

### RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

### CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

Revised: July, 2004

Revised: August, 2010

Revised: November, 2012

Revised: August, 2013

Ref:20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. ' ' 14:40.3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991); Board minutes, 8-5-03, 12-7-04, 10-5-10, 2-5-13.

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### ***Policy JGC, Student Health Services***

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**The removal of a written report of hearing and vision screenings does not have to be submitted to the State Superintendent of Education.**

**FILE: JGC**

**Cf: JGC-AP**

### **STUDENT HEALTH SERVICES**

#### HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Calcasieu Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations,

immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in *Louisiana Handbook for School Administrators*, Bulletin 741 have been signed, returned to school, and have been filed in the clinic.

#### HEARING AND VISION SCREENING

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every pupil found to have any defect of sight or hearing. ~~A written report of all such examinations shall be made to the state superintendent of education but shall not be made available to the public.~~

#### EDUCATIONAL SCREENING AND EVALUATION

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

#### Testing for Dyslexia

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia and related disorders, that student shall be referred to the school building level committee for additional testing. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, *dyslexia* shall be defined as difficulty with the alphabet, reading, reading comprehension, writing, and spelling in spite of adequate intelligence, exposure, and cultural opportunity.

#### OTHER HEALTH CONSIDERATIONS

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

1. An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
2. A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
3. A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.

4. Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

#### Definitions

*Psychotropic drug* shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

*Teacher*, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

#### ADMINISTERING CATHETERS

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

1. A registered nurse or licensed medical physician, employed by the Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.

2. The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.

3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed

medical physician or a registered nurse within seventy-two (72) hours.

5. Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

#### PERFORMING NONCOMPLEX HEALTH PROCEDURES

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.

2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.

3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.

The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.

4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.

5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.

6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate



member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

#### SCOLIOSIS SCREENING

Scoliosis screening is done to detect early spinal deviations in children. This screening is done on all sixth, seventh, and eighth grade students. Rescreening is done by the school nurse in conjunction with local orthopedic physicians/family practitioner. If the student should be referred for further examination, the parents are notified.

#### BREAST SELF-EXAMINATION

All girls in public junior and senior high schools shall be taught the proper procedure for breast self-examination and the need for an annual pap test for cervical cancer, in accordance with state law.

The following guidelines will govern instructions regarding breast self-examination and the pap test for cervical cancer:

1. A letter explaining the procedures to parents will be given to girls to take to their parents. A rejection slip allowing the parents to reject the instruction will be included. The girls will sign a roster stipulating receipt of the letter and will be responsible for returning any rejection slips to the schools where the slips will be filed with the roster. Girls with rejection slips will not receive the instruction. All girls without rejection slips on file shall be instructed provided that they receive the original letter. The school nurse will provide the letters for the parents and the class roster sheets to the schools.
2. Only a female school nurse will teach breast self-examination and the need for an annual pap test for cervical cancer.
3. Where practical, the class will be taught as a part of the health and physical education class. When this is not feasible, other arrangements will be made with the principal.
4. The classes will be taught to all girls in eighth and tenth grades.
5. A film showing the procedure for breast self-examination and the cervical pap test will be shown. The nurses will not use a live model. The film used in teaching does show exposed female breasts. A "Breast Self-Examination Model" will be used to demonstrate examinations procedures. Girls will not expose themselves for purposes of this class.
6. The nurse will emphasize that this is precautionary and that girls should see their doctors immediately if they notice anything unusual.
7. The nurses will not examine any girl requesting an examination, but

will direct her to see her doctor.

8. A pamphlet on "Breast Self-Examination" will be given to each girl after the class is completed.

#### KNOWN HEALTH PROBLEMS

If a child has a known problem that is potentially serious and there is a method of helping the child and the school is denied an opportunity to help the child because the necessary materials are not made available, then the school cannot be held responsible to assist the child. Therefore, the child should be excluded from the school until said materials are made available.

Revised: December, 1990

Revised: December, 1995

Revised: December, 1997

Revised: March, 1999

Revised: August, 2003

Revised: September, 2006

Revised: June, 2008

Revised: May, 2013

Revised: August, 2013

Ref: Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:2112, 40:31.3; Health and Safety, Bulletin 135, Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 10-14-03, 2-6-07, 8-5-08.

There being no further business to discuss, a motion was made by Mr. Karr, seconded by Mr. Burleigh and approved. The meeting was adjourned at 7:40 p.m.

### **BID REPORTS**

#### **A. BID 2014-30 Sale of Electrical Inventory**

#### **BID 2014-30 SALE OF ELECTRICAL INVENTORY was opened on September 4, 2013 @ 10:00 a.m.**

#### **BIDS WERE SENT TO THE FOLLOWING VENDORS:**

BLANCHARD ELECTRIC  
 CONNER ELECTRIC  
 DOLLAR ELECTRIC  
 KAOUGH & JONES ELECTRIC  
 SEVEN-O-ELECTRIC  
 THIB'S ELECTRIC

#### **BID RESULTS AS FOLLOWS:**

CONNER ELECTRIC                      \$1,478.00

**THE STAFF RECOMMENDS AWARDING CONNER ELECTRIC AS THE HIGHEST RESPONSIBLE RESPONSIVE BIDDER.**

On a motion to approve by Mr. Webb and a second by Mr. Karr, the motion carried.

**B. BID 2014-02PC LeBleu Settlement Elementary School; District 25 Bond Funds; New Gymnasium/Auditorium**

**BID REPORT**

The Committee to receive bids met on the date herein indicated and reviewed bids on the following project.

September 10, 2013  
 DESCRIPTION: LeBleu Settlement Elementary School - New Gymnasium Auditorium  
 FUNDS: Sd #25 Bond Funds  
 BID NUMBER: 2014-02 PC  
 DESIGNER: Moss Architect, Inc.

CONTRACTOR	BASE BID	ALT. #1	Total
Bessette Development ( Central Auction House)	1400000		69460
John D Myers	1227300		65600
Lewing Construction	1307000		81800
Miller & Associates	1231000		73500
Pat Williams Construction	1268500		70500
Priola Construction	1279000		70000
Sam Istre, Inc.	1248900		80000
Setex Construction	1470000		120000
Shannon Smith	1310000		75280
WB Construction & Sons, Inc.	\$1,464,000.00		113900

The Committee recommends award of the contract to:  
 John D. Myers & Associates  
 1,292,900.00

BASE BID AND ALTERNATE 1 IN THE AMOUNT OF:  
 One Million Two Hundred Ninety Two Thousand Nine Hundred Dollars & No/100  
 as the lowest qualified bidder meeting specifications.

DESCRIPTION OF ALTERNATES:  
 #1 Provide and install canopy structures and foundation for canopy structures.

1 Bid Central Auction House ( )

On a motion to approve by Mr. Webb and a second by Mr. Bernard, the motion carried.

**PERMISSION TO ADVERTISE**

A. Custom cabinets for pods (Bell City, Frasch, SJ Welsh, Sulphur 9<sup>th</sup>, Vinton Elementary/River Boat Funds

On a motion to approve by Mr. Andrepont and a second by Mr. Jongbloed, the motion carried.

**CORRESPONDENCE**

A. Beneficial Occupancy for the Project, “Classroom Pods – Phase IX,”  
Miller and Associates Development Co., Inc., Contractor; C.R. Fugatt,  
AIA, Architect.

On a motion to approve by Mr. Bernard and a second by Mr. Webb, the motion carried.

**CONDOLENCES/RECOGNITIONS**

Mrs. Duhon and Mr. Hardy asked that Pearl Watson be recognized at the next board meeting regarding their Blue Ribbon Award.

Mr. Bernard asked for a letter of condolence to Skylar Giardina at the loss of her mother.

Mrs. Ballard mentioned the upcoming 5K event for school employees and their families.

Mr. Hardy asked for the following:

- A condolence letter to the family of Mr. Alexander Johnson
- A letter of congratulations to Mr. and Mrs. Herman Weston on their Golden Anniversary
- A condolence letter to the family of Mr. James Hardy
- A condolence letter to the family of Mr. Jack Reynolds
- A condolence letter to the family of Mr. Robert Hurtado

**COMMITTEE AGENDA ITEMS**

Mr. Hardy asked for information on the following:

- Help for new teachers
- Price of meals
- Transportation issues regarding mechanics without computer access

Mr. Thompson asked for information on the Assistant Superintendent position.

Mr. Andrepont asked if the CFO or Superintendent of Ascension Parish be invited to speak at a budget committee regarding their operating at a surplus.

He asked if either Congressman Boustany or other come to speak at an A&P meeting regarding school lunch.

Mr. Webb asked for a committee to look into a resolution to reduce the speed limit in Iowa on Highway 90.

**SCHEDULE COMMITTEES**

Barry Badon turned in a blue card to request that he be on the next C&I Agenda.

**Budget Committee..... October 22, 2013 4:45 p.m.**  
**C&I Committee..... October 22, 2013 4:45 p.m.**

On a motion to adjourn by Mr. Webb and a second by Mr. Hardy, the meeting adjourned at 7:19 p.m.

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Randy Burleigh, President

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Wayne Savoy, Secretary