

GENERAL COMMITTEE REPORT  
TUESDAY, AUGUST 11, 2015

The St. Bernard Parish School Board met as a Committee of the Whole on Tuesday, August 11, 2015 at 6:00 p.m. in the Board Room of the St. Bernard Parish School Board Office. Following the Prayer and Pledge of Allegiance, the Secretary called the roll. Members present were, Dr. Hugh C. Craft, President, Mrs. Darleen P Asevedo, Mr. Donald D. Campbell, Mr. William H. Egan, Mr. Clifford M. Englande, Mrs. Katherine K. Lemoine, Mrs. Diana B. Dysart, Mr. Joseph V. Long, Sr., Mr. Ronald J. Nicosia and Mr. Sean K. Warner. Dr. Henderson Lewis, Jr. was absent.

Dr. Craft asked for a point of privilege to recognize the birthday of fellow Board Member, Mr. Joe Long.

Dr. Craft turned to Ms. Voitier to introduce Mr. Michael Lachin of Lachin Oubre Architects, who are in the middle of designing the new Meraux Elementary School. Mr. Albert Carey, our construction manager, was also on hand for the presentation.

Mr. Lachin explained the pre-work that is taking place to prepare for consideration of the property for construction such as a survey of the property, wetlands determination, environmental studies, utility availability and an actual review of the site as to any demolition that may need to take place on the existing land. Mr. Lachin showed a power point presentation which showed the property, as it is today, with access points as they exist on Paris Road. The presentation also included the current plans on the 14 acre site which included the placement of the school on the lot with an abundance of parking and play area for students. The school will house 49 classrooms with a centrally located cafeteria which seats 700 students.

After all questions and concerns were addressed by Mr. Lachin and Mr. Carey, the Committee thanked them for their presentation and expressed their excitement regarding this new school.

Mrs. Dysart next welcomed Mrs. Lee Anne Harlton, Curriculum Supervisor to explain proposed changes to the 2015 – 2016 Pupil Progression Plan. Mrs. Harlton explained there is only minor changes which tweak the concept of being able to make the determination of whether first time 4<sup>th</sup> or 8<sup>th</sup> grade students are allowed to be promoted, either with or without the standardized tests. After all questions by the committee were addressed, Mr. Long moved to recommend to the Board to approve the changes to the 2015 – 2016 Pupil Progression Plan. Seconded by Dr. Craft, the motion passed unanimously by a roll call vote of the members present.

Mrs. Dysart asked for a moment for a personal point of privilege and announced that today was the opening of the schools. She noted that the students, teachers and parents appeared to show up ready for a successful year, she thanked them all for their cooperation.

Mr. Englande as Executive Committee Chair welcomed Mr. Conrad Browne, Curriculum Coordinator, to the meeting to present a new Student Data Privacy Policy in accordance with the newest legislation on this topic.

Mr. Browne began by explaining a bit of history associated with this topic. In 2014 the legislature passed two laws regarding a student's personally

identifiable information. He stated that the first one was Act 677 which basically says the school system has the ability to share personally identifiable information with a third party as long as a contract is signed by both parties which spells out the dictates that are included in ACT 677. The second law was ACT 837 which spells out what information is considered personally identifiable and who can have access to that information and who that information can be shared with. Mr. Browne noted that this ACT 837 proved to be overly confining in its scope, the example provided by him was that the law basically made it impossible for a student's name to be announced at a sporting event without prior parental consent. The final legislation he presented was ACT 228 which was passed in 2015 to amend any overkill that existed in the previous ACT 837. This includes a proposal that a School Board can adopt a policy that will loosen up some of the tightest restrictions of ACT 837.

The next handout Mr. Browne shared with the Committee was an Attorney General's opinion which was sought by one of the original authors of the aforementioned ACTs regarding the policy language that might be used to develop such a policy for a Louisiana school system. This Attorney General's opinion expressed an agreement that the language was suitable and in accordance with the law.

This brought Mr. Browne to present a proposed policy to be considered by our School Board regarding our Student Data Privacy. This policy was assembled through a collaboration between the Louisiana School Board Association, Superintendent's, other school officials and the law firm of Hammonds and Sills. Mr. Browne went over each component of the new policy. After addressing all questions and concerns of the Committee, Dr. Craft moved to recommend to the Board to adopt the new Student Data Privacy policy as presented by Mr. Browne. Seconded by Mr. Long, the motion passed unanimously by a roll call vote of the members present.

Mr. Paul Granberry, Supervisor of Personnel, presented the August 2015 personnel changes for the Committee's review.

Mr. Nicosia served as chairperson for the following item to be addressed by the Finance Committee.

Mr. Fernandez next presented the Louisiana Compliance Questionnaire for the Committee's approval. He explained that the questionnaire is completed each year at this time in conjunction with the district's annual financial audit. The questionnaire basically states that the district is in compliance with all state laws and must be approved by the Board prior to the audit so that it may be submitted to the auditors for inclusion in their opinion.

Mr. Warner moved to recommend to the Board to approve the Louisiana Compliance Questionnaire. Seconded by Mr. Long seconded the motion which passed unanimously by a roll call vote of the members present.

Under Superintendent's Recommendations, Ms. Voitier noted the smooth opening of the schools today. She also noted school calendars in the Committee Member folders including an update on the recent creation of and activity on the new School Board Facebook page.

There being no further business to discuss, on motion of Mr. Campbell, seconded by Mrs. Dysart and passed by a unanimous voice vote, the meeting was adjourned.

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Mr. Englande moved to approve the minutes of the Special Meeting of June 9, 2015 as published on July 31, 2015. Seconded by Mrs. Dysart, the motion was approved unanimously by a roll call vote of the members present.

Mrs. Lemoine moved to approve the minutes of the Regular Monthly Meeting held on June 23, 2015 as published on July 31, 2015. Seconded by Mrs. Dysart, the motion passed unanimously by a roll call vote of the members present.

Dr. Lewis moved to approve the minutes of the Special Meeting of July 7, 2015 as published on July 31, 2015. Seconded by Mr. Warner, the motion passed unanimously by a roll call vote of the members present.

For informational purposes, Mr. Paul Granberry appeared before the Board to present the Personnel changes for the month of August 2014.

**ST. BERNARD PARISH SCHOOL BOARD  
MINUTES OF AUGUST 25, 2015**

**CHANGES FOR BOARD MEMBERS INFORMATIONAL PURPOSE ONLY:  
PERSONNEL CHANGES - TEACHERS**

**APPOINTMENTS**

Marissa Bush	Arabi Elementary-Elementary Teacher (Temporary Assignment)
Justin Overman	Chalmette High School-Special Education Teacher (Temporary Assignment)

**PERSONNEL CHANGES - TEACHERS**

**APPOINTMENTS (cont'd)**

David Jenkins	Rowley Alternative-High School Teacher (Temporary Assignment)
Michelle Foland	Rowley Alternative-Special Education Teacher (Temporary Assignment)
Hannah Rea	Lacoste Pre-School-Pre-K Teacher (Temporary Assignment)
Craig DeHarde	Chalmette High School-Special Education Teacher (Temporary Assignment)
Jordan Isom	Trist Middle-Pupil Appraisal Psychologist (Temporary Assignment)
Kayla Jackson	Chalmette High School-High School Teacher (Temporary Assignment)
Cynthia Guerra	Arabi Elementary-Special Education Teacher (Temporary Assignment)
Katie Berndt	Rowley Alternative-Elementary Teacher (Temporary Assignment)
Mary Bitner	Gauthier Pre-School-Pre-K Teacher (Temporary Assignment)
Ray Raymond	Chalmette High School-Special Education Teacher (Temporary Assignment)
Whitney Asevado	St. Bernard Middle-Special Education Teacher (Temporary Assignment)

**MEDICALS**

Frances Barisich	Gauthier Elementary-Elementary Teacher (Kimberly Clayton-Harris replaced Frances Barisich)
Lauren Pedeaux	Gauthier Elementary-Elementary Teacher (Joy Tregle replaced Lauren Pedeaux)
Janice Becker	Chalmette High School-Special Education Teacher

**FAMILY LEAVE**

Zachary Bogardus	Chalmette High School-High School Teacher
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**RESIGNATIONS**

Lynn McCloskey	Arabi Elementary-Special Education Teacher 8/1/15
Tammy Hebert	Rowley Alternative-Special Education Teacher 8/1/15
Treasure Martin	St. Bernard Middle-Special Education Teacher 8/24/15
Ashley Thibodeaux	Gauthier Pre-School-Pre-K Teacher 8/20/15

**SUPPORT PERSONNEL****APPOINTMENTS**

Yesenia Espinoza	Chalmette High School-Paraeducator
Melissa Boye	Arabi Elementary-Paraeducator
Robin Christoffer	Chalmette Elementary-Paraeducator
Monique McConduit	Andrew Jackson Middle-Paraeducator

**TRANSFER**

Ledonia Smith	From Lacoste Elementary-Cafeteria Tech to Davies Elementary-Cafeteria Tech
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**RESIGNATIONS**

Salvadore Calo	Chalmette Elementary-Paraeducator 8/3/15
Cynthia Dotson	Arabi Elementary-Part-Time Cafeteria Tech 7/27/15

**MEDICAL**

Charles Bonnetcarre	Transportation-Mechanic
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Dr. Craft next welcomed Ms. Mary Lumetta, Curriculum Supervisor, to present the updated District Test Security Policy. Ms. Lumetta went over the entire policy with changes highlighted. All questions and concerns of the Board were addressed by Ms. Lumetta. Although there was no recommendation from the Committee, Mrs. Dysart moved to approve the changes to the District Test Security Policy. Seconded by Mr. Long, the motion passed by a unanimous roll call vote of the members present.

**DISTRICT TEST SECURITY POLICY****OVERVIEW**

- The St. Bernard Parish School Board, in compliance with the State Board of Elementary and Secondary Education (SBESE) holds the test security policy to be of utmost importance and deems any violation of test security to be serious. The Test Security Policy follows. This statement is in keeping with the Board of Elementary and Secondary Education (BESE) position on the most recent state security policy.
- Formal and informal assessments are used in St. Bernard Parish Schools to meet State and Federal requirements, to provide diagnostic information, to determine grade or instructional program effectiveness, to provide information for counseling students and to provide for curriculum planning and decision making.
- Assessments and testing programs consist of the following types:

1. Louisiana statewide accountability testing programs prescribed by the Louisiana Legislature, the Board of Elementary and Secondary Education, and/or the Louisiana Department of Education.
  2. Parish-wide criterion-referenced testing programs in reading, language arts and mathematics.
  3. Screening, readiness tests and/or checklists as well as nationally published tests.
  4. College admissions and armed services testing agencies.
  5. Individual pupil appraisal evaluations for suspected handicapped and gifted students as prescribed by State guidelines.
  6. Informal testing, inventories and activities designed by teachers to assess student performance.
  7. Placement Tests -Students from out-of-district or in-state educational settings, such as approved home study programs or nonpublic schools, who wish to enroll in public schools at grades 5 and 9 must take a placement test if they have not taken and met the requirements for LEAP. Students taking the placement test must score basic or above in English Language Arts or Mathematics and approaching basic or above in the other to enroll in grade 5 and score approaching basic or above in English Language Arts and Mathematics to enroll in grade 9.
- The St. Bernard Parish School Board shall take every precaution to assure that all state and local tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. Testing materials and procedures shall be properly supervised in strict compliance with the regulations outlined by the State Board of Elementary and Secondary Education and the St. Bernard Parish School Board Policy.
  - The St. Bernard Parish Public Schools requires that all test administrators and proctors must sign the *Oath of Security* and return it to the SCHOOL TEST COORDINATOR (Site Test Coordinator) to keep on file for three years. The SCHOOL TEST COORDINATOR and principal must sign an oath of security and return it to the DISTRICT TEST COORDINATOR (District Test Coordinator) to be kept on file at the district for three years.
  - District Test Coordinators are authorized to have access to the district locked secure storage areas. The principal and School Test Coordinators are authorized to have access to the school secure storage area.
  - Individuals shall adhere to all procedures specified in all operation manuals that govern testing programs in St. Bernard Parish Public Schools.

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### TEST SECURITY

**All district and school personnel involved in any aspect of testing are required to strictly adhere to all security procedures described in this document.**

It shall be a violation of test security for any person to do any of the following:

1. administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education that would give examinees an unfair advantage or disadvantage;
2. give examinees access to test questions prior to testing;

3. examine any test item at any time (**except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations. These test administrators are still required to adhere to the other security measures as outlined in this policy.**);
4. at any time, copy, reproduce, record, store electronically, discuss or use in a manner inconsistent with test regulations all or part of any secure test item, test booklet, answer document, or supplementary secure materials;
5. coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
6. provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form: written, printed, verbal, or nonverbal;
7. administer published parallel, previously administered, or current forms of any statewide assessment (e.g., PARCC [Partnership to Access Readiness for College and Career]; Louisiana Educational Assessment Program [LEAP]; *Integrated* LEAP [*i*LEAP]; Graduation Exit Examination [GEE]; Graduation Exit Examination ["old" GEE]; LEAP Alternate Assessment, Level 1 [LAA 1]; LEAP Alternate Assessment, Level 2 [LAA 2]; the English Language Development Assessment [ELDA]; end-of-course tests (EOCT) online assessments; forms K, L, M, A, and B and all new forms of the Iowa tests; or EXPLORE and PLAN as a practice test or study guide;
8. fail to follow security regulations for distribution and return of secure test booklets, answer documents, student log-in information, supplementary secure materials as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
9. conduct testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) without prior written permission from the LDE, Division of Standards, Assessments, and Accountability except for the purpose of providing accommodations;
10. fail to report any testing irregularities to the District Test Coordinator (a testing irregularity is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the LDE, Division of Assessments and Accountability;
11. participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in the section.

**Additional Information for test security:**

- Any person who has a cell phone or other similar devices with imaging or text-messaging capability must have the device in the OFF position while test booklets and answer documents are in the vicinity.
- Any teacher(s), administrator or other school personnel who breach test security or allow breaches in test security shall be disciplined in accordance with the provisions of R.S. 17:416 et seq., R.S. 17:441 et seq., R.S. 17:81 et seq., policy and regulations adopted by the SBESE, and any and all laws that may be enacted by the Louisiana Legislature.

- **BESE Bulletin 746 states, “A Louisiana teaching or educational leadership certificate shall be *suspended and revoked*” and requires that the Local Education Authority: a) conduct an investigation into the allegations of cheating; b) gathers sufficient evidence to confirm the cheating was facilitated by the employee; c) *dismisses the employee as a result of this offense*; d) notifies the department that the individual has been dismissed for this reason; and e) provides evidence to justify the termination.**
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### **TEST SECURITY TRAINING**

- Only personnel trained in test security and administration shall be allowed to have access to or administer any statewide assessments. The in-service training sessions held at the district and school level has a description and record of the training and attendees.
  - District Test Coordinator is to conduct training sessions for all School Test Coordinators, district student information system coordinators, district special education directors/supervisors, district Section 504 coordinators, and principals prior to the state mandated testing schedule.
  - The DISTRICT TEST COORDINATOR is responsible for providing training regarding the security and confidentiality of individual student test data (in paper and electronic formats) and of aggregated data of fewer than 10 students.
  - The testing coordinators (district and site) are to train the district, faculty, and school users within the district to effectively use the systems; ensure they are familiar with the Family Educational Rights and Privacy Act (FERPA) law governing confidentiality of student records, and ensure they have signed a security agreement before receiving a password for access to the LEAPdata Query System is the responsibility of the DISTRICT TEST COORDINATOR.
  - School Test Coordinators must conduct a training session in test security and administration for test administrators and all other individuals who have access to secure materials before, during, and after test administrations.
  - Any users who have access to these systems and leave their positions at the St. Bernard Parish School district or school site must not use or share the password.
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### **PRIOR TO ADMINISTERING THE TEST**

- Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors will be reported to the LDE, Division of Assessments and Accountability, by the District Test Coordinator prior to the administration of the test.
- In the event that test booklets, answer documents, or supplementary secure materials are determined to be missing while in the possession of the institution or school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator will immediately notify by telephone the LDE, Division of Assessments and Accountability, and follow the detailed procedures for investigating and reporting specified in this policy.

- The School Test Coordinator and school principal are to ensure that testing shall be conducted in class-sized groups. Bulletin 741 (913A) states that K-3 classroom enrollment should be no more than 26 students, and in grades 4-12, no more than 33, except in certain activity types of classes in which the teaching approach and the materials and equipment are appropriate for large groups (Health and Physical Education classes).
  - Permission for testing in environments that differ from the usual classroom environment must be obtained in writing from the LDE, Division of Assessments and Accountability, at least 30 days prior to testing. If testing outside the usual classroom environment is approved by the Division of Assessments and Accountability, the school district must provide at least one proctor for every 30 students.
  - Test administrators administering human read aloud on the PARCC assessments may be permitted to view the test materials no more than 2 days prior to the assessment. Test Administrators cannot take notes or take the materials until the day of the test. Documentation of the date and time of the viewing will be provided and the test administrator is to sign the form.
  - School Test Coordinators will be assigned times prior to testing in one of the district's secure locations to code testing materials and affix necessary labels, to the extent possible.
  - Testing materials will be housed at the two secure locations listed above until three working days prior to test administration, to the extent possible.
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### **SECURITY AND PROCEDURES FOR TEST MATERIALS**

**This section refers to all test materials, including all test booklets, answer documents, student log-in information, videotapes, completed observations sheets, and supplementary secure materials, shall be kept secure and accounted for in accordance with the procedures specified in the test administration manuals and other communications provided by the Louisiana Department of Education and St. Bernard Parish Schools. Procedures described in the test manuals shall include, but are not limited to, the following:**

1. All secure materials, including parallel forms of a test, are to be kept in a locked, climate-controlled room with no windows at both the district and school level before, during, and after testing. These materials must never be left in open areas or unattended. The materials shall be kept secure and accounted for in accordance with the procedures specified in the test administration manuals and other communications provided by the LDE. Secure test materials include test booklets, answer documents, and any supplementary secure material containing secure test questions.
2. The District Test Coordinator, appointed by the district superintendent, is authorized to procure test materials that are utilized in testing programs administered by or through the SBESE of the LDE. The name must be provided in writing to the LDE, Division of Assessments and Accountability, and included on the Statement of Assurance. The superintendent and DISTRICT TEST COORDINATOR are the only



- individuals that have a key to the district storage area of secure materials.
3. The school principal and School Test Coordinator are the only individuals with access to the locked and secure storage area at the school site.
  4. Test administrators (TA) are to be given access to the test and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in the designated locked secure storage area each day of testing.
  5. ALL test booklets, answer documents, student log-in information, and supplementary secure materials must be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned. The SCHOOL TEST COORDINATOR brings all secure materials to the District Test Coordinator at the locked, secure district storage area. Secure materials are accounted for and written documentation of the distribution and collection of materials is obtained and kept by the DISTRICT TEST COORDINATOR for three years.
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### **STUDENT DATA SECURITY**

**St. Bernard Parish Schools ensure that individual student test data is protected from unauthorized access and disclosure. The District Test Coordinator will provide training prior to testing regarding the security and confidentiality of individual student test data (in paper and electronic formats-including encryption of student demographics in any email correspondence) and of aggregated data of fewer than 10 students.**

1. **The LEAPdata Query system** is designed for teachers and contains students' private information, including state test scores and state identification numbers. The system is password protected and requires a user ID and an assigned password for access. The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). A state, district, or school official is a person employed by the state, district, or school as an administrator, supervisor, District Test Coordinator, School Test Coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility. Curiosity does not qualify as a right to know. State, district and school officials who are granted a password to these systems must abide by FERPA law. Disclosure of passwords to anyone other than those authorized is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education web page at <http://www.ed.gov/offices/OM/fpco/ferpa/>.
2. **LEAPdata Query System User Access**. Principals should contact their DISTRICT TEST COORDINATOR or backup DISTRICT TEST COORDINATOR for assistance in training teachers. After training, all school users (e.g., teachers, counselors, test coordinators) must read and sign the confidentiality agreement and return it to the principal.

Signed confidentiality agreements are valid until the DISTRICT TEST COORDINATOR receives notification that the confidentiality agreement available online has been revised. A new confidentiality agreement should be signed by all users each year after the *new* password letters for schools and districts are automatically generated in August. If a breach in security occurs, principals should immediately contact the DISTRICT TEST COORDINATOR or the backup DISTRICT TEST COORDINATOR for a replacement password. Principals should always contact their DISTRICT TEST COORDINATOR or backup DISTRICT TEST COORDINATOR for assistance and training.

3. **The LEAPweb Reporting System and the End-of-Course Tests Online Assessment System** are designed for administrators only and contains students' private information, including state test scores and state identification numbers. The system is password protected and requires a user ID and an assigned password for access. The systems are not for public use and any student information from the system must not be disclosed to anyone other than a state, district, or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). A state, district, or school official is a person employed by the state, district, or school as an administrator, supervisor, District Test Coordinator, School Test Coordinator, principal, and the principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility. Curiosity does not qualify as a right to know. State, district, and school users who are granted a password to this system must read and abide by Family and Educational Rights Privacy Act (FERPA). Disclosure of passwords to anyone other than those authorized is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education web page at <http://www.ed.gov/offices/OM/fpco/ferpa/>.
4. **i.LEAPweb Reporting System User Access**. At the school level, only principals (not teachers) and their designated school personnel (test coordinators, counselors, or office staff with whom the principal shares his/her PIN) should have access to the system and must sign a confidentiality agreement. Signed confidentiality agreements are valid until the DISTRICT TEST COORDINATOR receives notification that the confidentiality agreement available online has been revised. A new confidentiality agreement should be signed by all users each year after the *new* password letters for schools and districts are automatically generated in August. If a breach in security occurs, principals should immediately contact the DISTRICT TEST COORDINATOR or the backup DISTRICT TEST COORDINATOR for a replacement password. Principals should always contact their DISTRICT TEST COORDINATOR or backup DISTRICT TEST COORDINATOR for assistance and training.
5. **EOC Tests Online Assessment System User Access**. At the school level, only School Test Coordinators, teachers, and test administrators participating in a given administration should have access to the system and must sign a confidentiality agreement. A new confidentiality agreement shall be signed by all users each year after the *new* password letters for schools and districts are automatically generated in August. If a breach in security involving access to secure test systems occurs, principals should immediately contact the

DISTRICT TEST COORDINATOR or the backup DISTRICT TEST COORDINATOR for a replacement password. Principals should always contact their DISTRICT TEST COORDINATOR or backup DISTRICT TEST COORDINATOR for assistance and training.

6. **Confidentiality agreements** must also be signed by DISTRICT TEST COORDINATORS for the LEAPweb Reporting, EOC Tests Online Assessment System, and LEAPdata Query Systems and returned to the LDE. New signed agreements should be submitted to LDE when personnel changes are made within the district. Log-in information will not be issued until a signed agreement is on file with the LDE.
7. **The Louisiana Department of Education's Enhanced Assessment of Grade Level Expectations (EAGLE) System** contains students' private information, including test scores and state identification numbers. This system is password protected and requires a user ID and an assigned password for access. Any student information from the system must not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by The Family Educational Rights and Privacy Act of 1974 (FERPA). For more information on FERPA, see the U.S. Department of Education web page at <http://www.ed.gov/offices/OM/fpco/ferpa/>. A state, district, or school official is a person employed by the state, district, or school as an administrator, supervisor, District Test Coordinator, School Test Coordinator, principal, teacher, or support staff member. This user has a legitimate educational purpose to review an educational record in order to fulfill his or her professional responsibility. Curiosity does not qualify as a right to know. All users who are granted a password to this system must abide by FERPA law. Disclosure of passwords to anyone other than those authorized is prohibited.
8. **EAGLE System User Access.** Principals should contact their district designee, DISTRICT TEST COORDINATOR, backup DISTRICT TEST COORDINATOR, or district curriculum supervisor for assistance in training teachers. All users (e.g., teachers, counselors, test coordinators) must read and sign the confidentiality agreement and return it to the principal. Signed confidentiality agreements are valid until the DISTRICT TEST COORDINATOR receives notification that the confidentiality agreement available online has been revised. A new confidentiality agreement should be signed by all users each year after the new password letters for schools and districts are automatically generated in August. Keep copies signed by all school users on file at the school. If a breach in security occurs, principals should immediately contact the district designee, District Test Coordinator, or backup district designee for a replacement password. Principals should always contact their district designee, DISTRICT TEST COORDINATOR, backup DISTRICT TEST COORDINATOR, or district curriculum supervisor for assistance and training.
  - **All users who have access to these systems and leave their positions at a district or school site must not use or share the password.**
  - **Security agreements will also be signed by the DISTRICT TEST COORDINATOR for the LEAPweb Reporting and LEAPdata Query Systems and returned to the LDE.**

- Central Office personnel, appointed by the district superintendent and District Test Coordinator, will monitor all testing procedures throughout the district during the testing window(s). Test administration procedures will be observed to ensure appropriate test security procedures are being followed as stated in the St. Bernard Parish Schools testing policy.
- In the event that test booklets, answer documents, or supplementary secure materials are determined to be missing while in the possession of the institution or school district or in the event of any other testing irregularities or breaches of security, the designated institutional or school district personnel must immediately notify by telephone the LDE, Division of Assessments and Accountability, and follow the detailed procedures for investigating and reporting specified in the investigations section in this policy.
- Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through the SBESE or the LDE shall have breached test security. Any individual who knowingly causes or allows the presentation of forged, counterfeited, or altered identification for the purpose of obtaining admission to any test administration site must forfeit all test scores but will be allowed to retake the test at the next test administration.

**Procedures for investigating missing secure materials, any testing irregularity (including cheating), and any employees accused of improprieties are as follows:**

**Procedures for Investigations (violations in test security, plagiarism, and excessive wrong-to-right erasures):**

1. The District Test Coordinator shall initiate the investigation upon the district's determination of an irregularity or breach of security or upon notification by the LDE. The investigation shall be conducted by the District Test Coordinator and other central office staff as designated by the district superintendent.
2. The location of the designated secure locked area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified.
3. Interviews regarding testing administration and security procedures shall be conducted with the principal, School Test Coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time must be interviewed.
4. Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing.

**After Completion of Investigation:**

School district will provide a report of the investigation and a written plan of action to the state superintendent within 30 calendar days of the initiation of the investigation. Report will include the nature of the situation, the time and place of occurrence, and names of the persons involved in or witness to the occurrence.

**Erasure Analysis:**

In the event of excessive erasures, Testing Administrators will submit an excessive erasure form to the School Test Coordinator. The School Test Coordinator will submit the form to the District Test Coordinator. The DTC will submit the form to the Louisiana Department of Education, Division of Assessments and Accountability.

**To investigate erasures on student answer document for the multiple-choice portions of the state criterion-referenced and norm-referenced testing programs the LDE has developed the following procedures for erasure analysis.**

1. Scoring contractors scan every answer document for wrong-to-right erasures, and the state average and standard deviation are computed for each subject at each grade level.
2. Students whose wrong-to-right erasures exceed the state average by more than four standard deviations are identified for further investigation. For each student with excessive erasures, the proportion of wrong-to-right erasures to the total number of erasures is considered.
3. Based on the criteria for excessive wrong-to-right erasures, scoring contractors produce the following reports:
  - a. District/School Erasure Analysis Report. This report identifies districts and schools within the districts whose answer documents have excessive wrong-to-right erasures
  - b. Student Erasure Analysis Report. This report identifies individual students whose answer documents have excessive wrong-to-right erasures. The answer documents of students identified as having excessive wrong-to-right answers are available for review at the LDE upon request.
4. Once districts, schools, and individual students have been identified, the state superintendent of education sends letters to district superintendents stating that students in those districts have been identified as having excessive wrong-to-right erasures. Copies of the district/school and student erasure analysis reports are enclosed with the letters. Copies of the correspondence are provided to the Deputy Superintendent of Education, the Assistant Superintendent of the Office of Student and School Performance, the Director of the Division of Assessments and Accountability, and the District Test Coordinator.
5. The local superintendent must investigate the case of the irregularity and provide a report of the investigation and a written plan of action to the state superintendent of education within 30 calendar days.
6. A summary report of erasure analysis irregularities will be presented to the SBESE after each test administration.

**Suspected Violations of Test Security and Troubling Content in Written Responses-**

(Constructed Responses, Short Answers, and Essays)

**The Test Security Policy approved by the SBESE requires that the LDE establish procedures to deal with breaches of test security.**

District authorities provide the LDE information about voiding student tests because of student violations observed during test administration or violations by school personnel or others that have been reported. In addition, the scoring process produces information regarding written

responses that have common elements, which indicate a student brought unauthorized materials to testing and used them to assist in writing; that indicate that teacher interference might have been a significant factor, and in which troubling content was evident. Procedures for dealing with these issues follow.

#### **Violation by Student as Observed by Test Administrator**

1. The test administrator must notify the School Test Coordinator about any suspected incident of cheating and provide a written account of the incident. Answer documents in such cases should be processed like all other answer documents.
2. The School Test Coordinator must then convene a school-level test security committee consisting at a minimum of the District Test Coordinator, principal, the School Test Coordinator, and the test administrator to determine whether a test should be voided.
3. If it is deemed necessary to void the test, the School Test Coordinator must notify the District Test Coordinator of the void request in a letter written on school letterhead, signed by the school principal and the School Test Coordinator. The original account of the incident written by the test administrator must be enclosed.
4. The District Test Coordinator must then fax a completed void form to the LDE, Division of Assessments and Accountability, as directed in the *District and School Test Coordinators Manual*. The original Void Verification form, along with a copy of the School Test Coordinator's request for the void, must also be mailed to the LDE, Division of Assessments and Accountability, as directed in the manual.

#### **Reported Violations by School Personnel or Other Persons**

1. All suspected instances of cheating should be reported directly to the school's District Test Coordinator for further investigation
2. A report of the incident must be sent to LDE, Division of Assessments and Accountability.
3. If it is deemed necessary to void tests, the DISTRICT TEST COORDINATOR must fax a completed void form to the LDE, Division of Assessments and Accountability. The original Void Verification form along with a written report of the investigation carried out must be mailed to the LDE, Division of Assessments and Accountability.

#### **Suspected Violations That May be Discovered by Scoring Contractors –**

**(in addition to erasure analysis for multiple-choice items)**

1. Plagiarism - responses contain exact or almost exact content, and/or words or phrases, and/or format;
2. Use of unauthorized materials - students brought unauthorized materials into the testing environment and used them to assist in written responses;
3. Teacher interference - teacher interference is evident in written responses.
4. If possible incidents of violations are discovered in the scoring process, the scoring contractor notifies the LDE, Division of Assessments and Accountability, of suspect documents with a summary of its findings.
5. Professional assessment and related-content personnel from the Division of Assessments and Accountability review the suspect

documents and determine whether the evidence supports voiding the responses.

6. If voiding is recommended, LDE mails the district superintendent a letter of what was observed during the scoring process that caused the alert and identifies the particular document that was voided. Copies of the correspondence are provided to the deputy superintendent of education, the assistant superintendent of the Office of Student and School Performance, the director of the Division of Assessments and Accountability, and the local District Test Coordinator.
7. Within 30 calendar days of the receipt of such a letter, the district must investigate the incident and provide a written plan of action to the state superintendent of education. If the district and/or parent/guardian(s) wish to discuss the situation further or to examine the student responses, a meeting may be scheduled at the LDE offices between staff members from the Division of Assessments and Accountability district representatives, and parent/guardian(s).

#### **Disturbing Content**

1. If student responses with disturbing content are discovered during the scoring process, the scoring contractor will notify the appropriate staff member at the LDE, Division of Assessments and Accountability.
  - a. Professional assessment personnel review the responses. If it is determined that disturbing content causes a compelling need to break confidentiality, LDE will contact the district superintendent by telephone to summarize findings and inform him or her that materials are being mailed regarding the alert.
  - b. Issues regarding troubling content are for the district's information to assist the student and do not require further communication with LDE.

#### **Administrative Error**

1. Administrative errors that result in questions regarding the security of the test or the accuracy of the test data are considered testing irregularities. If it is deemed necessary to void the test, the District Test Coordinator must fax a completed void form to the LDE, Division of Assessments and Accountability, as directed in the *District and School Test Coordinators Manual*. The original void verification form, along with a copy of the account of the incident, must also be mailed to the LDE, Division of Assessments and Accountability, as directed in the manual.
2. If tests are voided by the district due to administrative error, the LEA superintendent, on behalf of individual students, may initiate a request to the state superintendent of education for an opportunity to retest prior to the next scheduled test administration on behalf of individual students.
3. Administrative errors that result in questions regarding the security of the test or the accuracy of the test data are considered testing irregularities. If it is deemed necessary to void the test, the District Test Coordinator must fax a completed void form to the LDE, Division of Assessments and Accountability, as directed in the *District and School Test Coordinators Manual*. The original void verification form, along with a copy of the account of the incident,

must also be mailed to the LDE, Division of Assessments and Accountability, as directed in the manual.

4. If the LDE determines that an administrative error that allows for a retest did occur the tests will be voided. LDE will notify the LEA of the determination and of arrangements for the retest. The LEA must provide a corrective plan of action.
5. To offset costs involved in retesting, the vendor will assess the LEA a fee for each test.
6. The LDE will provide a report to the SBESE of retests due to administrative errors.
7. Administrative errors that result from failure to transfer answers from a test booklet onto an answer document require the following steps:
  - a) the LEA superintendent will place a request on behalf of individual students, which request must include a description of the administrative error and a corrective plan of action, to the state superintendent of education to have the testing vendor send to the district the student's test booklet and a new answer document;
  - b) the DISTRICT TEST COORDINATOR and SCHOOL TEST COORDINATOR will transfer only the answers not initially transferred from the test booklet onto the new answer document; and
  - c) the DISTRICT TEST COORDINATOR will return all testing materials to the vendor, who will assess the LEA a fee for the service.
8. LEAs have the right to appeal to SBESE to replace the voided or invalid scores with the results from the administrative error retests for accountability purposes. The appeal must include:
  - a) a description of the testing irregularity;
  - b) a summary of the LEA's investigation including who conducted the investigation;
  - c) the findings of the investigation; and
  - d) a corrective action plan.

After review of the submitted documentation by LDOE, the state superintendent will make a recommendation to SBESE.

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### **VIEWING ANSWER DOCUMENTS**

**A parent, guardian, student, school, or district must place a request to view an answer document through the District Test Coordinator. The following steps must be taken to make a request.**

- The District Test Coordinator must send a written request to view the answer document to the LDE, Division of Assessments and Accountability. The request must include:
  1. the student's name;
  2. the student's state identification number;
  3. the student's enrolled grade;
  4. the type of assessment and the content area of the answer document or documents requested; and
  5. the district name, district code, school name, and school code where the student tested.
- LDE will notify the testing contractor of the request; the testing contractor will send a copy of the requested answer document(s) to LDE.



- Upon receipt of the requested answer document(s), LDE will contact the District Test Coordinator who placed the request to schedule an appointment to review the answer document(s).
- The District Test Coordinator or his or her designee must accompany the school personnel, parent, guardian, and/or student to the appointment.
- LDE will black out test items on answer documents prior to viewing. Only the student's responses may be observed.
- LDE staff will remain in the room during the viewing of the answer document(s). Answer documents may not be copied or removed from the room. Written notes of student responses may not be made.

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### EMERGENCIES

**Emergencies may include but are not limited to fire alarms, bomb threats, weather, etc. that require evacuation of the classroom during the administration of statewide assessments. If an emergency takes place the following procedures should be followed.**

1. If the room can be locked, the test administrator should direct the students to place the answer document inside the test booklet and leave both on the desk. Before students are allowed back into the room, the test administrator should return to the room, pick up the test booklets, answer documents, and other secure materials, and then distribute them individually to the students when they have returned to their desks.
2. If the room cannot be locked and if at all possible, the test administrators should direct students to place the answer document on top of the test booklet and hand both along with any other secure materials to the test administrator as students file out of the room. Test administrators should carry the documents with them to their designated location outside the building. If return to the building is delayed, the School Test Coordinator should pick up and check in the materials from the test administrators.
3. If testing has not started prior to the emergency and the students have not yet opened their test booklets and answer documents, testing should start when students return to the room.
4. If students have opened their testing materials to begin testing and test security has been maintained, testing may continue after students return to the room.
5. If the test booklets have been opened and test security has been compromised, testing should not be continued. The answer documents should be sent to the testing company with the responses that were completed prior to the emergency.
6. As a precautionary measure, graduating seniors might be tested together in a single group or in several smaller groups so test security is easier to maintain if there is an emergency.
7. If test security has been compromised, the District Test Coordinator must notify the LDE, Division of Assessments and Accountability, as soon as possible.

8. If online testing is disrupted by emergencies, lost internet connections, lost power, or computer crashes and students are unable to continue testing on the same day, the School Test Coordinator should document what occurred as a testing irregularity and notify the District Test Coordinator. If the student will be unable to return to testing by the end of the day after the disruption, the District Test Coordinator must immediately notify the LDE, Division of Assessments and Accountability.

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### **DISTRICT TEST COORDINATOR RESPONSIBILITIES**

- Making arrangements for testing;
- Handling and maintaining the security of test materials; and
- Training School Test Coordinators, district special education directors/supervisors, district Section 504 coordinators, district student information system coordinators, and principals.

#### **Specific Tasks Include:**

1. submitting enrollment data by the yearly deadline;
2. appointing a School Test Coordinator for every school involved in state testing;
3. scheduling testing and makeup dates and times of state tests based on state-approved schedules;
4. arranging for testing students enrolled in approved home study programs and nonpublic schools;
5. coordinating with the district Section 504 coordinator the submission of student Section 504 data to the student information system (SIS);
6. conducting district training sessions for all principals, School Test Coordinators, district Section 504 coordinators, district student information system coordinators, district special education directors/supervisors, and district LEP coordinators;
7. answering questions about test security, administration, and return of materials;
8. receiving and verifying the delivery and return of testing materials;
9. designating an appropriate locked, secure area for storing testing materials;
10. maintaining the security of test materials immediately upon receipt of testing materials from testing contractors and from schools;
11. distributing testing materials to School Test Coordinators;
12. collecting, assembling, and packaging all testing materials and completing and submitting or filing all forms as instructed in the manuals;
13. arranging for pickup of testing materials for shipment to the scoring contractor as instructed in the manuals;
14. reporting immediately to the LDE, Division of Standards, Assessments, and Accountability, any missing test booklets or answer documents and returning them to test contractors if they are found;
15. investigating any testing irregularities and reporting them to the LDE, Division of Assessments and Accountability;
16. reporting to the LDE, Division of Assessments and Accountability, instances of students marking in a wrong section of the answer document;
17. submitting all void and test irregularities forms and documentation as instructed in the manuals;

18. returning any secure materials used for test accommodations, such as transparencies or computer disks, to the LDE, Division of Assessments and Accountability;
19. maintaining the district password and all school passwords within the district that are used with LEAPweb Reporting System and the LEAPdata Query System;
20. training district and school users within a district to effectively use the systems; ensure they are familiar with the Family Educational Rights and Privacy Act (FERPA) law governing confidentiality of student records, and ensure they have signed a security agreement before receiving a password for access to the LEAPdata Query System;
21. ensuring that all district/school users maintain the security of and access to all student information obtained via the LEAPweb Reporting and LEAPdata Query systems;
22. that all school users are aware that student test data shall not be disclosed to anyone other than another school official and only for a legitimate educational purpose.
23. confirming that TA numbers have been assigned at each school for each scheduled test administration;
24. distributing passwords annually to each school's SCHOOL TEST COORDINATOR;
25. distributing student reports and summary reports to School Test Coordinators and principals in a timely manner; and
26. adhere to all policies and procedures as mandated by the Louisiana Legislature and adopted by the Board of Elementary and Secondary Education, and the Louisiana Department of Education.

**Change of District Test Coordinator Notification:**

- If during the academic year the person appointed as District Test Coordinator changes, the district superintendent will notify the LDE. The notification will be in writing and will be submitted within 15 days of the change in appointment.
- The former District Test Coordinator must inform the new District Test Coordinator of passwords for LEAPweb and LEAPdata, locations of placement tests, and location of "old" GEE testing materials.

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**SCHOOL TEST COORDINATOR RESPONSIBILITIES**

**Specific Tasks Include:**

- 1) supervising testing procedures and materials control at the school level;
- 2) scheduling testing dates and times with the District Test Coordinator;
- 3) making arrangements for a location to test students with certain accommodations or in the case of untimed tests, students who need time beyond that scheduled to complete testing;
- 4) scheduling and monitoring makeup testing;
- 5) notifying the District Test Coordinator immediately of any missing secure materials;
- 6) verifying the count of all materials received and reporting any discrepancies to the District Test Coordinator;
- 7) ensuring the security of testing materials from the time they arrive at the school until the time they are returned to the District Test Coordinator;

- 8) noting any discrepancies in the count or numbering of test booklets or answer documents from that recorded on the security check lists from the testing contractor;
- 9) notifying the District Test Coordinator of additional test booklets, answer documents, or manuals needed;
- 10) reviewing all manuals in their entirety;
- 11) conducting a training session in test security and administration for test administrators and all other individuals who have access to secure materials before, during, and after test administration;
- 12) training will be conducted and test administration manuals will be distributed **before testing** to allow administrators time to become familiar with directions;
- 13) giving the DISTRICT TEST COORDINATOR the testing training agenda with the signatures of each person that attended;
- 14) submitting the Verification of Section 504 forms to the school district Section 504 coordinator by the date established in the district;
- 15) compiling a list of students approved for accommodations, with the accommodations they are to receive, and providing a list of such students in a testing group to individual test administrators;
- 16) verifying that classrooms have been prepared for testing (test-related content material removed or covered, sufficient space for students, testing sign on door);
- 17) distributing materials to test administrators on the appropriate testing day and collecting, checking in and putting into the secure storage area all secure testing materials at the end of each day of testing and during any extended breaks;
- 18) monitoring testing sessions;
- 19) supervising test administrators who must transfer student answers from large-print, braille, or other accommodation formats to a scorable answer document;
- 20) collecting and returning any computer disks, flash drives, or other accommodation-format testing materials;
- 21) reporting any testing irregularities to the District Test Coordinator;
- 22) packaging test materials as instructed in the manuals for return to the District Test Coordinator.
- 23) assigning TA numbers before scheduled test administrations;
- 24) distributing student reports and summary reports to teachers and parents in a timely manner.

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### **SCHOOL PRINCIPAL RESPONSIBILITIES**

**The principal is the chief administrator of the testing program and is to set the tone before, during, and after testing. A school principal's responsibilities include:**

1. overseeing and being responsible for school adherence to test security policies, regulations, administration procedures, schedules, and time lines; that the system wide school test schedule will take precedence over all testing;
2. attending a parish in-service for testing;
3. complete all necessary paper requirements related to school test administration and related information according to specified time lines;
4. appointing School Test Coordinator(s) and supervise faculty in-service. This in-service

- MUST include informing the faculty of test security policies, procedures and schedules;
5. conducting testing in a regular classroom setting as described in Bulletin 741.
  6. securing permission for testing in environments that differ from the usual classroom environment. Permission must be obtained in writing from the Louisiana Department of Education, Division of Student Standards and Assessments at least thirty (30) days **prior** to testing. If testing outside the usual classroom environment is approved by the Division of Student Standards and Assessments, at least one proctor must be provided for every 30 students;
  7. providing a secure, locked area for all test materials to which only the principal and the School Test Coordinator has access;
  8. guaranteeing the school environment is conducive to testing;
  10. supervising the secure distribution, collection and storage of all testing materials following the completion of each day's testing;
  11. keeping written documentation of all discrepancies and record how each discrepancy was handled;
  12. reporting discrepancies to the District Test Coordinator (If testing materials are missing, an investigation shall be conducted according to the procedures outlined in this policy);
  13. investigating any known or alleged breach of test security with the full support and cooperation of the School Test Coordinator, the District Test Coordinator, the St. Bernard Parish School Board, and the Louisiana Department of Education.
  14. ensuring the security of the passwords, disks or CDs with downloaded individual student test data, and student level test data open on a computer screen, as an authorized user of the LEAP Web Reporting System. The school principal and test coordinator are the only authorized users of the LEAP Web Reporting System.

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### **TEST ADMINISTRATOR RESPONSIBILITIES**

- Attend the school testing in-service;
- Adhere to all test administrator's procedures as directed in the test manual and instruction provided at in-service;
- Report discrepancies in test materials to School Test Coordinator immediately;
- Read the test administrator's manual in its entirety;
- Monitor the testing environment to ensure that students are not copying information from the test onto such items as the Mathematics Reference Sheets, ruler, protractors, checklists, etc. If the student has written on the handouts, the materials should be treated as secure documents and

returned to the School Test Coordinator. The SCHOOL TEST COORDINATOR will collect the marked documents and keep on file.

- Adhere to all test security measures as outlined in the test administrator's manual, this policy and state policy.
- To the extent practicable, another test administrator will be assigned for a class, other than the teacher of record, except for teachers testing students with accommodations and younger students, grades 3 through 8.

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### **KEY DEFINITIONS**

**ACCESS** – access to secure test materials means physically handling the materials, not reading, reviewing, or analyzing test items or student responses, either before, during, or after testing, except where providing approved accommodations.

**SECURE MATERIALS** – test materials that contain test items or student responses and to which access is restricted. Secure test materials include:

- Student test booklets;
- Student answer documents;
- Student log-in information; and
- Any other materials that contain test items or student responses.

**TESTING IRREGULARITIES** – any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

**PROFESSIONAL DEVELOPMENT** – presentation of test handling, test security, and all other aspects of testing – required to be completed before testing.

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Mr. Albert Carey, Construction Supervisor for the school district came before the Board to present a new bid tabulation for the construction of the Chalmette High School Accessory Building. Mr. Carey reminded the Board that this building had been previously bid upon but the only bid that was received was rather high. This new bid opportunity resulted in four bidders with a decrease in cost to build by approximately \$100,000.00. After reviewing the accepted bids, Mr. Carey recommended the construction project for the Chalmette High Accessory Building be awarded to Gibbs Construction at a cost of \$676,300.00. Although there was no recommendation from the Committee on this item, Mrs. Dysart moved to approve Mr. Carey's recommendation to award the construction of the CHS Accessory Building to Gibbs Construction. Seconded by Dr. Lewis, the motion was approved by a unanimous roll call vote of the Board Members present. See Bid Tabulation below:

Chalmette High School Accessory Building  
Bid Tabulation  
8/25/2015

Vendor	Total Base Price
C.D.W Services	\$836,000.00
Gibbs Construction	\$676,300.00
Lamar Contractors	\$715,500.00
Steel-R Development	\$713,000.00

As recommended by the Committee, Dr. Lewis moved to approve the changes to the Pupil Progression Plan for 2015 – 2016. Seconded by Mrs. Lemoine, the motion passed unanimously by a roll call vote of the members present.

**Pupil Progression**

**State Directives**

At the conclusion of the 2015-2016 school year, placement decisions for fourth students shall be made according to local pupil progression plans, which shall outline the evidence of student learning, used to make promotion decisions. Such evidence shall include, but not be limited to, performance on classroom assignments or benchmark assessments (Bulletin 1566 §701)

At the conclusion of the 2015-2016 school years, LEAs shall follow the guidelines set forth in §701.B of Bulletin 1566 to determine, based on evidence of student learning, whether eighth grade students may be promoted to the ninth grade or placed on a high school campus in transitional ninth grade. The percentage of an LEA’s eighth graders placed in transitional ninth grade is expected to remain stable over time. In the event that the percentage of an LEA’s eighth graders placed in transitional ninth grade in 2015-2016 exceeds the percentage of eighth graders in that LEA eligible for transitional ninth grade at the conclusion of the 2013-2014 school year, the local superintendent of that LEA shall provide a written justification to the state superintendent. (Bulletin 1566 §503)

**Local Policy**

Decisions for promotion will be made for students who are non-proficient after reviewing academic achievement as determined by our academic program. These decisions will be based on recommendations from the child’s school administrators and the middle/high school supervisor, with the final determination being made by the district superintendent. Promotional decisions will be made on an individual basis and include the following:

- Successful completion of summer remediation and analysis of data from the 2015-2016 school year to include:
  - o report card grade for deficient area,
  - o student’s Lexile level,
  - o student’s scores on parish benchmarks/practice tests during the 2015-2016 school year,
  - o student’s attendance
  - o child’s history of retention, and age
  - o standardized test scores, if available.

Elementary students will receive one grade for Reading/ Language Arts. They will also receive S’s, U’s and NI’s (Needs Improvement) in Cultural Arts.

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With a recommendation from the Committee, Dr. Lewis moved to approve the updated Student Data Privacy Policy. Seconded by Mr. Warner, the motion passed without objection from the Board Members present. The updated policy is shown below.

**STUDENT PRIVACY AND EDUCATION RECORDS**

The School Board acknowledges and affirms that parents, guardians, and students 18 years of age or older (eligible students) have certain rights under the Family Educational Rights and Privacy Act (FERPA) and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

## **DEFINITIONS**

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (“PII”) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher
3. *Eligible Student* means a student who has reached 18 years of age or is attending an institution of postsecondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).
5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
  - A. The student's name;
  - B. The name of the student's parent or other family members;
  - C. The address of the student or student's family member;
  - D. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
  - E. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
  - F. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.



7. *School official* shall be defined as a teacher, school principal, board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a “school official” provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. *See* 34 CFR § 99.31(a)(1)(i)(B).

## **FERPA PRIVACY RIGHTS**

1. The right to inspect and review the student's education records within 45 days of the day the School Board receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

## **STUDENT IDENTIFICATION NUMBERS**

To protect the privacy of its students, the School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. § 17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

**STUDENT INFORMATION DISCLOSURES**

1. In accordance with La. Rev. Stat. Ann. § 17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to “School Officials” with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.
  
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
  - A. To other School Officials whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.
  
  - B. Upon request, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. In accordance with the Individuals with Disabilities Education Act (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
  
  - C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside

entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. § 17:3914(K), such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. § 17:3914(K) shall continue unless withdrawn in writing. Notice of a parent's right to withdraw their previously provided consent will be provided annually.
- E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- F. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
- I. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
- J. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
- K. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.

- L. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
- M. Information provided in accordance with a contract between the Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.
- N. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

## **DIRECTORY INFORMATION**

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

- A. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
- B. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
- C. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
- D. University transcript requests, scholarships, and admissions;
- E. LHSAA, NCAA, and other related sports programs or sanctioning entities;

- F. Online resources and educational tools;
- G. School photography and yearbook providers;
- H. Any other information considered "Directory Information", to the extent allowed in FERPA.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).] In accordance with the No Child Left Behind Act of 2001, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

#### **ELECTRONIC DATA GOVERNANCE**

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

- (a) A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen and not emancipated. For a student who has reached the age of eighteen or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
- (b) A teacher of record. Such access shall be limited to information about his current students.
- (c) The school principal and school registrar.
- (d) A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his duties.
- (e) A person authorized by the superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
- (f) A person authorized by the state to audit student records. La. Rev. Stat. Ann. § 17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

- (a) The Superintendent of the school system.
- (b) A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his duties.
- (c) A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
- (d) A person authorized by the state to audit student records. La. Rev. Stat. Ann. § 17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he has access.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility). This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the School Board's website.

### **CREATION OF PROCEDURES**

The School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's central office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assigns must be in accordance with federal and state law and regulations and authorized by the Superintendent.

### **EXEMPTION**

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

### **REQUIREMENT FOR WRITTEN CONSENT**

Written parental/eligible student consent shall be obtained prior to the release

of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law.

Revised: August 12, 1980

Revised: August 25, 2015

Ref: 20 USC § 1232(g-i); 34 C.F.R. Part 99 (*Family Educational Rights and Privacy Act*); 20 USC § 7908 (*Armed Forces Recruiter Access to Student Information*); La. Rev. Stat. Ann. §§ 9:351, 17:81, 17:112, 17:221.3, 17:3914, 44:4, 44:4.1, 44:31, 44:32; La. Civil Code arts. 131, 134, 250; 20 USC § 1400 et seq. (*Individuals with Disabilities Education Act*); Louisiana Attorney General Opinion No. 15-0103.

With a recommendation from the committee, and as moved by Mr. Long, seconded by Mr. Campbell, the Board voted by a unanimous roll call vote of the members present to approve the Louisiana Compliance Questionnaire for submission to the auditors for inclusion in their opinion of the district's annual financial audit.

Dr. Craft next asked for a motion to go into Executive Session to discuss the Employees Contract. Mr. Warner made a motion to go into Executive Session, seconded by Mrs. Dysart, the motion passed unanimously by a roll call vote of the members present.

Mr. Long moved to return to open session. Mr. Egan seconded the motion to return to open session which passed unanimously by a roll call vote of the members present.

Mrs. Dysart moved to accept the newly negotiated employee contract for a four year term and stated that because of increased student population and careful management of public monies, included in this new contract would be a raise for all employees. Seconded by Mr. Englande, the motion passed by the roll call vote as shown below:

**ROLL CALL VOTE:**

YEAS: Donald Campbell, William Egan, Clifford Englande, Katherine Lemoine, Diana Dysart, Hugh Craft, Henderson Lewis, Jr., Joseph Long, Sean Warner

NAYS: None

ABSENT: Darleen Asevedo, Ronald Nicosia

Under items to be placed on the September General Committee Meeting, Mrs. Dysart requested an update on student enrollment.

Dr. Lewis took this opportunity to thank Ms. Voitier for her leadership and thank the Board for returning after Katrina and to commend them all for the successful return to normal operations as they exist today. Dr. Craft echoed his sentiments regarding the work the Board and Ms. Voitier have done since the storm in 2005.

Mr. Englande next requested an update on the Maumus Center Construction and opening.

Under Superintendent's Recommendations, Ms. Voitier reminded everyone about the Annual Day of Reflection Breakfast that will take place at the gym of the Ninth Grade Academy on Friday, August 28, 2015 at 8:30 a.m. She stated that contrary to popular notions, the Day of Reflection Breakfast will continue for years to come as a way to showcase students and connect with the community.

There being no further business to discuss, and on motion of Mr. Campbell, seconded by Mr. Egan and passed by a unanimous voice vote, the meeting was adjourned.

Dr. Hugh C. Craft/s  
Dr. Hugh C. Craft  
President

Doris Voitier/s  
Doris Voitier  
Secretary