Policy Manual

Claiborne Parish School Board

NOTICE

This policy manual is an overview and summary of the Claiborne Parish School Board's policies currently in effect. It may also contain some regulations and/or procedures. Nothing contained in this policy manual or any verbal statement about the provisions of this manual shall constitute creating any type of employment contract, express or implied, nor is any information presented intended to make any commitment to any employee concerning how individual employment action can, should, or will be handled. The information contained in this policy manual is subject to change at any time as deemed necessary to ensure effective application of the policies of the Claiborne Parish School Board. While the Board will normally attempt to provide employees advance notice of any change, the School Board reserves the right to alter these policies, regulations, and/or procedures at any time without advance notice.

The Claiborne Parish School Board does not violate the law and does not tolerate those who do. If an employee believes that anyone in or associated with the School Board has requested or directed him or her to do anything that violates state or federal law, or has prohibited the employee from doing anything that state or federal law requires him or her to do, the employee shall report any such incident immediately to the Superintendent.

POLICY MANUAL
of
CLAIBORNE PARISH SCHOOL BOARD

This manual consists of the policies of the Claiborne Parish School Board; some major regulations and/or procedures adopted by the Board and intended to facilitate the implementation of Board policy may also be included.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the loose leaf format for its policy manual. It is easy to keep up to date.

Each person holding a copy of this manual shall make a diligent effort to keep it up to date as new or revised policies are distributed by the central office.

How to Use This Manual

The Claiborne Parish School Board operates according to policies established by the Board. The Board, which represents both the state and parish community, develops the policies after careful deliberation; and the school administration implements them through specific regulations and procedures. The Board then appraises the effects of its policies and makes revisions as necessary. In the interest of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this policy manual available to all who are affected by its policies.

How This Manual is Organized

The manual is organized according to the classification system originally developed by the Educational Policies Service of the National School Boards Association. This system provides an efficient means for coding, filing, and finding Board policies, regulations, and procedures, and other documents.

There are 12 major classifications each bearing an alphabetical code:

A	SCHOOL DISTRICT ORGANIZATION
B	SCHOOL BOARD OPERATIONS
C	GENERAL SCHOOL ADMINISTRATION
D	FISCAL MANAGEMENT
E	BUSINESS MANAGEMENT
F	FACILITY EXPANSION PROGRAM
G	PERSONNEL
H	NEGOTIATIONS
I	INSTRUCTIONAL PROGRAM
J	STUDENTS

K GENERAL PUBLIC RELATIONS
L EDUCATION AGENCY RELATIONS

Subclassification under each major heading is based on logical sequence and alphabetical subcoding. For an example of the subcoding system, examine the bordered pages immediately following the tab for Section A SCHOOL DISTRICT ORGANIZATION.

The bordered pages which follow the tab for each major section present the classification system, section by section and serve as the table of contents for each section or "chapter" of the policy manual.

How To Find A Policy

There are two ways to find a policy in the manual:

1. Consider where the policy would be filed among the 12 major classifications. Turn to the table of contents for that section and glance down the listing until you find the term that closely fits the topic you are seeking. Use the code letters given for the term to locate the sheet which will appear in the alphabetical order by code within the particular section. The table of contents shows policies included in the manual with a checkmark to the left of the code (∪**).** All pages of the manual are coded in the upper right hand corner. Or --

2. Turn to the code finder at the end of the manual. The code finder is an alphabetic index of all terms used in the classification system. It also includes other terms commonly used in education. Look up your topic as in any index, find the code, and use the code to locate the sheet in the manual.

What if you cannot find the term you are seeking? The code finder lists more than 1,400 terms, but no index of useful size could include every possibility. If the term you are seeking is not included, look up a synonym or more general or specific term appropriate to the topic.

What if you can find the term and the code, but there is no policy? This probably means that the school system has no written policy in the particular area. All terms used in the classification system appear in the sectional table of contents and code finder to accommodate the coding and insertion in the manual. A brief statement related to the policy you are seeking may be incorporated in a "superior" policy which covers the area generally. This "superior" policy will be coded under a more general term. To find it, refer to the classification system. For example, a policy statement which relates to all meetings of the Board might be filed under "Meetings" (BC) rather than "Regular Meetings" (BCAC).

Using the Signs and Symbols

Various signs and symbols are used in connection with the classification system. They

are for your use in locating and/or examining policies. Included are the following:

SN: Scope Note — These notes appear following certain entries in the sectional tables of contents to clarify or limit the use of the term.

Cf: Confer — Certain policies relate to other policies. When a policy bears two or more codes in the upper right-hand corner with the second code (and perhaps others) preceded by the symbol of Cf., check statements under such codes for related statements.

-R Regulation — This symbol following a code indicates that the statement is a Board regulation, not a Board policy.

-P Procedure — This symbol following a code indicates that the statement is a Board procedure, not a Board policy or regulation.

Dates: — The original date of adoption/issuance of the policy manual appears on the title page. Dates appearing immediately below the body of the policy indicate the date the policy was adopted or revised and released for insertion into the manual.

Ref: — Pertinent legal references are given to tell the reader where in state law he may find specific statutes that relate to a policy. Court cases and Board minutes are also cited when applicable to certain policies.

Additional cross references are offered in notes throughout the manual to help the reader find all of the related information he seeks.

About School Board Policies

Generally, the role of a School Board is to set policy and the role of the administration is to execute it. Here is the basic distinction between policies, regulations, and procedures:

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted and may include also why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day to day problems; they need to be narrow enough to give the administration clear guidance.

Rules and Regulations are specific requirements generally established by the Superintendent and/or his staff, but may be specifically adopted by the Board. They are specific directions to fully implement the intent of respective policy statements.

Procedures are step-by-step guides that assist all personnel to carry out the specific regulations. They state exactly what is to be done and give detailed steps of how to do it.

These definitions are serviceable most of the time. They reflect sound theory of governance and administration. But the real world of School Boards does not always conform. For example:

Often the state and federal governments confuse the distinction and require Boards of Education to make detailed rules; and many regulations are established by law or by the State Department of Education.

A School Board also signs many contracts which incorporate rules and regulations.

Additionally, the public may demand that the Board, itself, not the administrator, establish the specific rules and procedures in certain sensitive areas.

Thus, the separation of Board policies and administrative regulations and procedures follows several rules of thumb in addition to "basic theory:"

1. All edicts of the state (even though regulations) are usually considered mandated Board policy.

2. All agreements signed through contract (even though regulations) may be considered mandated Board policy.

3. Where the Board has written regulations in particularly sensitive areas, and has incorporated them into policy, the entire statement may be included as Board policy, or the information may be separated into a Board policy and a Board regulation.

4. Where the Board has adopted rules and regulations concerning its own procedures (as how it conducts meetings), these statements concerning operations of the Board generally appear as policy statements.

As long as the administration operates within the guidelines of general policy adopted by the Board, it may change administrative regulations and procedures without prior approval of the Board--unless the Board has specifically asked that a particular regulation or procedure be given prior Board approval, or the change is to a previously adopted Board regulation or procedure. However, only the Board can adopt new policies or revise old policies.

Is the Manual Complete?

No. The manual contains all of the current written policies of the Board to date. But continually, the need for developing additional policies in writing, for adopting new ones, and revising old ones becomes apparent. No matter how well conceived and well developed, a policy manual can never be 100% up-to-date. Policy statements will be developed, coded according to the classification system, and issued for insertion in the manual as the need arises.

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It is the hope of the Claiborne Parish School Board that this collection of policies will make greater harmony and efficiency possible in all areas of school operations. It is hoped that this manual will enable the Board to devote more time to its primary duty – the development of long-range policies and planning for the future of the school system.

Claiborne Parish School Board

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A - SCHOOL DISTRICT ORGANIZATION

	Policy	
Y	**AA**	**School District Legal Status**
Y	**AB**	**School Board Legal Status**
Y	**ABA**	**Authority**
Y	**ABB**	**Powers and Responsibilities**
Y	**ABC**	**Board Members Legal Status**
Y	**ABCA**	**Number**
Y	**ABCB**	**Qualifications for School Board Members**
Y	**ABCC**	**Term of Office**
	ABCD	**Method of Election**
Y	**ABCDA**	**Unexpired Term Fulfillment**
	ABCE	**Resignation**
	ABCF	**Removal from Office**
Y	**ABD**	**School Board Liability**
Y	**ABE**	**School Superintendent Legal Status**
Y	**AC**	**School District Organization**
Y	**AD**	**School Attendance Districts**
Y	**ADA**	**School Census**
Y	**AE**	**School Year**
Y	**AEA**	**School Calendar**
Y	**AF**	**School Day**
	AFA	**Double Sessions**
	AFB	**Evening Sessions**

B - SCHOOL BOARD OPERATIONS

	Policy	
	BA	School Board Goals and Objectives
	BB	Internal Organization
Y	BBA	Officers of the Board
	BBB	Members
Y	BBBA	Duties of Board Members
Y	BBBB	New Member Orientation
Y	BBBC	School Board Member Continuing Education
Y	BBBD	Bonded Members
Y	BBBE	Board Member Compensation and Expenses
Y	BBBF	Board Communications
Y	BBC	Board Committees
Y	BBD	Board - School Superintendent Relations
Y	BBE	School Attorney
	BBF	Advisory Committees
	BBG	Consultants
Y	BC	School Board Meetings
	BCA	Types
	BCAA	Regular
	BCAB	Special
	BCAC	Work Sessions
Y	BCAD	Teleconference/Remote Participation in Board Meetings
Y	BCB	Board Meeting Procedures
	BCBA	Time and Place
Y	BCBB	Notification of School Board Meetings
	BCBC	Preparation
Y	BCBD	Agenda Preparation and Dissemination
	BCBE	Distribution of Materials
	BCBF	Rules of Order
Y	BCBG	Voting Method at Board Meetings
Y	BCBH	Minutes of School Board Meetings
Y	BCBI	Public Participation in School Board Meetings
	BCBJ	Board Meeting News Coverage
Y	BCBK	Executive Sessions
	BCBL	Board Hearings
Y	BD	School Board Policy
Y	BDA	Administrative Regulations and Procedures
	BDB	Administration in Policy Absence
	BDC	Suspension of Policies
	BDD	Policy Implementation
Y	BE	School Board Ethics
Y	BE-E	Code of Conduct for Louisiana School Board Members

C - GENERAL SCHOOL ADMINISTRATION

	Policy	
	CA	Goals and Objectives
Y	CB	School Superintendent
Y	CBA	Superintendent Qualifications
	CBB	Powers and Responsibilities
Y	CBC	Recruitment of Superintendent
Y	CBD	Employment of Superintendent
	CBE	Professional Development Opportunities
Y	CBF	Evaluation of the Superintendent
	CBG	Dismissal
	CBH	Retirement
	CBI	Evaluation
	CC	Administrative Organizational Plan
	CCA	Organizational Charts
Y	CCB	Line and Staff Relations
	CD	School Building Administration
Y	CDA	School Principals/Building Administrators
	CDB	Evaluation of Principals/Building Administrators
	CDC	Assignment and Transfer of Building Administrators
	CDD	School Improvement Teams
	CDE	School Climate
	CDF	Support Personnel for Building Administration
	CDG	Elementary School Administration
	CDH	Secondary School Administration
	CDHA	Middle School/Junior High Administration
	CDHB	High School Administration
	CE	Special Administrative Programs
	CEA	Temporary Administrators
	CEB	Administrative Intern Program
	CEC	Summer Programs Administration
	CF	Administrative Councils, Cabinets, and Committees
Y	CG	Administrative Records
Y	CH	School Reports

D - FISCAL MANAGEMENT

	Policy	
	DA	Goals and Objectives
	DB	Planning Programming Budgeting System
Y	DC	Annual Operating Budget
	DCA	Fiscal Year
Y	DCB	Budget Planning and Preparation
	DCC	Publication
Y	DCD	Periodic Budget Reconciliation
Y	DCE	Budgetary Item Transfer Authority
	DD	State and Federal Aid
	DE	Indebtedness
Y	DEA	Debt Limitation
Y	DEB	Short Term Notes
	DF	Revenues
Y	DFA	Local Tax Revenues
Y	DFB	State Revenues
	DFC	Federal Revenues
Y	DFD	Tax and Bond Elections and Sales
Y	DFE	Cash Management and Investments
Y	DFF	Grants
Y	DFG	Donations and Gifts
	DFH	Tuition Income
Y	DFI	Admissions and Gate Receipts
Y	DFJ	Lease of School Lands
	DFJA	Mineral Leases
Y	DFK	Sale of Surplus Equipment and Supplies
Y	DFL	Sale of Buildings and Land
Y	DG	Depository of Funds
Y	DH	Bonded Employees

D - FISCAL MANAGEMENT (continued)

	Policy	
	DI	Accounting and Reporting
Y	DIA	Accounting System
Y	DIB	Financial Reports and Statements
	DIBA	American Recovery and Reinvestment Act Reporting Requirements
Y	DIC	Inventories
Y	DID	Audits
Y	DIE	Records Retention
Y	DJ	Expenditure of Funds
Y	DJA	Authorized Signatures
	DJAA	(Reserved)
	DJAB	Check-Writing Services
	DJB	Petty Cash Accounts
Y	DJC	Payroll Procedures
	DJCA	Pay Day Schedules
Y	DJCB	Salary Deductions
Y	DJCC	Payment for Independent Services
	DJCD	Wage Assignment
Y	DJD	Expense Reimbursement
Y	DJE	Purchasing
	DJEA	Purchasing Authority
	DJEB	Quality Control
	DJEC	Cost Control
Y	DJED	Bids and Quotations
	DJEE	Local Purchasing
	DJEF	Requisitions
	DJEG	Purchase Orders and Contracts
	DJEH	Payment Procedures
	DJF	Lease and Rental Payments
	DJG	Notes and Bond Payments
Y	DK	Student Activities Funds Management
Y	DL	Cash In School Buildings
	DM	Management of State Funds
	DMA	Employee Benefits Administration
	DMB	Tax-Sheltered Annuities
Y	DN	School Loans

E - BUSINESS MANAGEMENT

	Policy	
	EA	Goals and Objectives
Y	EB	Buildings and Grounds Management
	EBA	Inspections
Y	EBB	Safety Program
Y	EBBA	Fire Prevention
Y	EBBB	School and Student Safety
Y	EBBC	Emergency/Crisis Management
Y	EBBD	School Closing and Cancellation
	EBBE	Traffic and Parking Controls
Y	EBBF	Building and Grounds Safety Inspections
Y	EBBG	Hazardous Substances
Y	EBBH	Use of Automated External Defibrillator (AED) and Cardiac Emergency Plan
Y	EBBI	Public Health Emergency
Y	EBC	Buildings and Grounds Security
Y	EBCA	Vandalism, Theft, and Arson
Y	EBCB	Video/Audio Monitoring of School Board Property
	EBD	Energy Conservation
	EBE	Heating and Lighting
	EBF	Sanitation
	EBG	Repairs
	EBH	Leasing and Renting
	EBI	Long-Range Maintenance Program
	EBJ	Buildings and Grounds Records
	EC	Equipment and Supplies Management
Y	ECA	Authorized Uses of Equipment
	ECB	Playground Equipment
	ECC	Receiving/Warehousing
	ECD	Distribution
	ECE	Leasing and Renting
Y	ECF	Equipment Maintenance
Y	ED	Student Transportation Management
	EDA	Authorized Carriers
	EDAA	Board-Owned Buses
	EDAB	Leased Buses
	EDAC	Use of Driver-Owned School Buses
	EDAD	Public Carriers
Y	EDAE	Student Transportation in Private Vehicles
	EDAF	Driver Education Vehicles
	EDB	Business and Personnel Transportation Management
Y	EDBA	Responsibility for Vehicle Operation

E - BUSINESS MANAGEMENT (continued)

Policy		
Y	EDBB	Use of Private Vehicles for School Business
Y	EDC	Student Transportation Safety Program
	EDCA	Safety Inspection
Y	EDCB	Carpool and Bus Line Safety
Y	EDD	School Bus Scheduling and Routing
Y	EDDA	Special Use of School Buses
Y	EDDB	Authorized Passengers
	EDE	Maintenance Program
	EDF	Transportation Records
Y	EE	Child Nutrition Program Management
	EEA	Free Food Service
	EEB	Sanitation Inspections
	EEC	Food Services Records
	EF	Data Management
Y	EFA	Computer and Internet Use for Employees
Y	EFAA	Employee Use of Social Media
	EFB	Web Publishing
Y	EFC	Copyright
	EFD	Use of Computers in Recordkeeping
Y	EFE	Data Protection and Recovery
	EFF	Mail and Delivery Services
Y	EG	Insurance and Risk Management
Y	EGA	Staff Insurance Coverages
Y	EGAA	Workers' Compensation
Y	EGB	Student Insurance Program
	EGC	Property Insurance
Y	EGD	Casualty Insurance

F - FACILITY EXPANSION PROGRAM

Policy		
Y	FA	Facility Expansion Program Goals and Objectives
	FB	Building Committees
	FC	Information Campaigns
Y	FD	Long-Range Planning
	FDA	Long-Range Planning Involvement
	FDB	Long-Range Needs Determination
Y	FDC	Naming of Facilities
	FE	Facilities Planning
	FEA	Architectural and Engineering Services
	FF	Facilities Financing
	FG	Facilities Construction
Y	FGA	Supervision of Construction
Y	FGB	Site Acquisition
	FGC	Construction Contracts
	FGD	Bonds
	FGE	Payment Procedures
Y	FGF	Change Orders
	FGG	Building Project Records and Reports
	FH	Completed Project
Y	FHA	Board Inspection and Acceptance of New Facilities
	FHB	Staff Training for Occupancy
	FHC	Public Dedication
	FHCA	Names on Building Plaques
	FI	Temporary School Facilities
	FJ	Facilities Renovations

G - PERSONNEL

Policy

	GA	General Section
	GAA	Goals and Objectives
Y	GAAA	Equal Opportunity Employment
Y	GAAB	Individuals with Disabilities
	GAB	Budget Planning Involvement
	GAC	Staff Involvement in Decision-making
Y	GAD	Professional Development Opportunities
Y	GAE	Non-Title IV Complaints and Grievances
	GAEA	Staff Protection
Y	GAEAA	Title VII Employee Sexual Harassment
	GAF	Staff-Student Relations
	GAG	Staff Conflict of Interest
	GAH	Community Relations
	GAHA	Participation in Community Activities
Y	GAHB	Political Activities
	GAHC	Public Appearances
Y	GAI	Solicitations
	GAIA	Solicitations by Staff Members
Y	GAIB	Solicitations of Staff Members
Y	GAJ	Gifts to Personnel
Y	GAK	Personnel Records
	GAL	Ethics
	GAM	Working Conditions
Y	GAMA	Employee Tobacco Use
Y	GAMB	Employee Dress Code
Y	GAMC	Investigations
Y	GAMD	Drug-Free Workplace
	GAME	Employee Alcohol and Drug Testing
Y	GAMEA	Alcohol and Drug Testing-General Employees
Y	GAMEB	Alcohol and Drug Abuse Testing- Commercial Drivers' License Holders
Y	GAMF	Employee Health and Safety
Y	GAMFA	Employee Communicable Diseases
Y	GAMFB	Guidelines for Handling Body Fluids in School
Y	GAMFC	Health Examinations
	GAMFD	Personal Security and Safety
Y	GAMG	Dangerous Weapons
Y	GAMH	Defense and Indemnification of Employees
Y	GAMI	Employee Use of Telephones and Other Electronic Telecommunication Devices
Y	GAMIA	Electronic Communications Between Employees and Students
Y	GAMJ	Miscellaneous Conditions of Employment

G - PERSONNEL (continued)

Policy

	GB	**Personnel - Professional and Support**
Y	**GBA**	**Contracts and Compensation**
Y	**GBAA**	**Compensation Guidelines/Overtime**
Y	**GBB**	**Personnel Positions**
Y	**GBC**	**Recruitment**
Y	**GBCA**	**Protection of Criminal Background Information**
Y	**GBD**	**Employment of Personnel**
Y	**GBDA**	**Employment of Retired Personnel**
Y	**GBE**	**Assignment**
	GBF	**Orientation**
Y	**GBG**	**Probation**
	GBH	**Supervision**
Y	**GBI**	**Evaluation**
Y	**GBJ**	**Promotion**
Y	**GBK**	**Employee Discipline**
Y	**GBL**	**Tenure**
Y	**GBM**	**Personnel Transfer**
Y	**GBN**	**Dismissal of Employees**
Y	**GBNA**	**Reduction of Personnel**
Y	**GBO**	**Resignation**
	GBP	**Reemployment**
Y	**GBQ**	**Retirement**
	GBR	**General Responsibilities**
Y	**GBRA**	**Employee Conduct**
Y	**GBRB**	**Employee Attendance**
Y	**GBRC**	**Staff Schedules**
Y	**GBRD**	**Staff Meetings**
Y	**GBRE**	**Professional and Support Staff Work Load**
	GBRF	**Duty at Student Activities**
Y	**GBRG**	**Non-school Employment**
Y	**GBRH**	**Professional Leave**
Y	**GBRHA**	**Sabbatical Leave**
	GBRHB	**Conferences and Visitations**
	GBRHC	**Exchange Teaching**
	GBRI	**Employee Leaves and Absences**
Y	**GBRIA**	**Personal Leave**
Y	**GBRIB**	**Sick Leave**
Y	**GBRIBA**	**Family and Medical Leave**
Y	**GBRIBB**	**Sick Leave Bank**
Y	**GBRIC**	**Maternity and Adoptive Leave**
Y	**GBRID**	**Military Leave**

G - PERSONNEL (continued)

Policy

	GBRIE	**Religious**
	GBRIF	**Bereavement**
Y	**GBRIG**	**Public Service**
Y	**GBRIH**	**Jury Duty or Subpoenas**
	GBRII	**Leave for Marriage**
Y	**GBRIJ**	**Leave without Pay**
Y	**GBRJ**	**Substitutes**
Y	**GBRK**	**Annual Leave**
	GBRL	**Holidays**
	GBS	**Employee Organizations**

H - NEGOTIATIONS

Policy

HA	**Personnel Negotiations**
HAA	**Legal Status**
HAB	**Goals and Objectives**
HAC	**Scope of Negotiations**
HAD	**Board Rights and Duties**
HAE	**Board Negotiating Agent**
HAF	**Superintendent's Role**
HAG	**Staff Rights and Responsibilities**
HAH	**Staff Negotiating Organization (Cf. GBS)**
HAI	**Bargaining Meeting Procedures**
HAJ	**Preliminary Agreement Disposition**
HAK	**Ratification and Implementation Procedures**
HAL	**Announcement of Agreement**
HAM	**Impasse Procedures**
HAN	**Professional Personnel Job Actions**
HAO	**Amendment and Renegotiations Procedures**

I - INSTRUCTIONAL PROGRAM

	Policy	
Y	IA	Philosophy
	IAA	Academic Freedom
	IB	Instructional Goals
	IC	Curriculum Development
Y	ID	Curriculum
Y	IDA	Basic Instructional Program
Y	IDAA	Educational Assessment Program
	IDB	Health Education
	IDBA	Sex Education
Y	IDBB	Alcohol, Tobacco, Drug and Substance Abuse Education Program
	IDC	Extended Programs
Y	IDCA	Summer School
	IDCB	After School/Evening Programs
Y	IDCC	Kindergarten
	IDCD	Travel Study
	IDCE	Advanced College Placement
	IDCF	Work-Study
	IDCG	Honors
Y	IDCH	Home Study Program
	IDCI	College/University Programs
Y	IDCJ	Continuous Learning
	IDD	Special Programs
	IDDA	Disadvantaged
	IDDB	Remedial
Y	IDDC	Homebound Instruction
	IDDD	Gifted Student
Y	IDDE	Student Driver Training
Y	IDDF	Education of Students with Exceptionalities
Y	IDDFA	Special Education Advisory Council
	IDDFB	Service Animals in Schools
Y	IDDFC	Cameras in Special Education Classrooms
Y	IDDG	Alternative Schools Education Program
Y	IDDH	Limited English Proficiency Program
Y	IDE	Co-curricular and Extracurricular Activities
	IDF	Interscholastic Activities
Y	IDFA	Interscholastic Athletics
Y	IDFAA	Athletic and Extracurricular Activity Drug Screening
Y	IDFAB	Concussions

I - INSTRUCTIONAL PROGRAM (continued)

	Policy	
Y	IDG	Adult Education
	IE	Instructional Arrangements
	IEA	Grouping for Instruction
Y	IEB	Class Size
Y	IEC	Scheduling for Instruction
	IED	Student Schedules
	IEE	Team Teaching
	IF	Instructional Resources
Y	IFA	Instructional Materials
Y	IFAA	Textbook Selection and Adoption
Y	IFAB	Supplementary Materials Selection & Adoption
	IFAC	Equipment and Supplies Selection & Adoption
	IFB	Instructional Services
	IFBA	Teacher Aides
	IFBB	Resource Teachers
	IFBC	Instructional Media Centers
	IFBD	School Libraries
	IFBE	Instructional Television
	IFBF	Instructional Radio
	IFBG	Computer Assisted Instruction
Y	IFBGA	Student Computer Access and Use
	IFC	Community Instructional Resources
	IFCA	University and Colleges
Y	IFCB	Field Trips and Excursions
	IFCC	Community Resource Persons
Y	IFCD	School Volunteers
Y	IFD	Parental Involvement in Education
Y	IFDA	Parental Rights/Student Rights of Privacy
	IG	Guidance and Counseling Plan
Y	IH	Academic Achievement
Y	IHA	Grading Systems
	IHAA	Final Examinations
Y	IHAB	Report Cards
	IHAC	Student Conferences
Y	IHAD	Parent Conferences

I - INSTRUCTIONAL PROGRAM (continued)

	Policy	
	IHB	Homework
Y	IHC	Class Rankings and Honor Graduates
Y	IHD	Honor Roll
Y	IHE	Promotion and Retention
Y	IHF	Graduation Requirements
Y	IHG	Awards and Scholarships
Y	IHH	Credit Recovery
Y	II	Testing Program
	IIA	Test Selection and Adoption
	IIB	Test Administration
	IIC	Use and Dissemination of Test Results
	IJ	Evaluation of Instructional Program
	IK	Miscellaneous
	IKA	Teaching Methods
	IKB	Controversial Issues
	IKC	Teaching About Religion
	IKD	School Ceremonies and Observances
Y	IKDA	Pledge of Allegiance
Y	IKDB	Graduation Exercises
Y	IKDC	Prayer in Schools
	IKE	Assemblies
	IKF	School Stores
	IKG	Book and Science Fairs
	IKH	Animals in Schools
Y	IKI	Lesson Plans

J - STUDENTS

	Policy	
	JA	Goals and Objectives
Y	JAA	Equal Education Opportunities
Y	JAAA	Title IX Sexual Harassment
Y	JB	Attendance
Y	JBA	Compulsory School Attendance Ages
Y	JBB	Entrance Age
Y	JBC	School Admission
	JBCA	Resident Students
	JBCB	Nonresident Students
	JBCBA	Tuition
Y	JBCBB	Homeless Children and Youth
Y	JBCBB-P	Homeless Children and Youth Procedures
Y	JBCBC	Foreign Exchange Students
Y	JBCC	Student Assignment
Y	JBCD	Transfer and Withdrawal
Y	JBCE	Public School Choice
	JBCF	Unsafe School Choice
Y	JBD	Student Absences and Excuses
Y	JBE	Truancy
	JBF	Released Time for Students
	JBG	Readmission to School
Y	JBH	Attendance Reports for Student Drivers
	JC	Rights and Responsibilities
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SCHOOL DISTRICT LEGAL STATUS

School Boards, created by the Constitution of the State of Louisiana, have been empowered by state law to create school districts composed of the parish as a whole or any part thereof. New school districts may only be created in accordance with statutory provisions.

No public election shall be required in the creation of any school district. Every school district so created shall be a political subdivision of the state and may issue bonds and vote special taxes up to the full amounts permitted by the Constitution of Louisiana, regardless of whether such school district may lie within the boundaries of a consolidated school district or a school district comprising all of the territory of a parish, and regardless of whether such school district may contain within its boundaries one or more other school districts.

School districts shall be under the exclusive control and management of the respective School Boards, unless otherwise provided for by state law.

Ref: US Constitution, Amend. X; US Constitution, Amend XIV, Sec. 1; Constitution of Louisiana, Art. VIII, Sec. 9; La. Rev. Stat. Ann. ''17:51, 17:72, 17:1371, et seq., 17:1953, 17:1957; Wisconsin v. Yoder, 92 S.Ct. 1526 (1972); Milliken v. Bradley, 94 S.Ct. 3112 (1974); Dayton Board of Education v. Brinkman, 97 S.Ct. 2755 (1977); Hawthorne v. Jackson Parish School Board, 5 La. App. 508 (1927).

SCHOOL BOARD LEGAL STATUS

The Claiborne Parish School Board derives its legal status from the State Legislature, which is subject to the Constitutions of the State of Louisiana and the United States. The Legislature has been granted authority for creation of school boards by Article VIII, Section 9 of the Louisiana Constitution of 1974 which states: "...The legislature shall create parish school boards and provide for the election of their members..."

The Claiborne Parish School Board has been established as a body corporate charged with the establishment, maintenance, development and operation of an efficient public school program within the school district. State and federal courts have held that the Board is vested with a broad range of administrative and supervisory authority commensurate with the aforementioned prescribed educational responsibilities.

Members of the Claiborne Parish School Board are elected officers of a political subdivision of the state. The Board is the agency through which the school district acts in regard to school matters. Board members have authority only when functioning as a body or group in a legally called regular or special meeting. The powers of the Board are delegated only to the Board as a body. No authority is granted to members acting as individuals.

The Board is cognizant that all actions must be taken in good faith, with reasonable prudence, and sincerity. Board action must be based on the belief that such actions are correct and in the best interests of the school district in accordance with the statutes and pertinent judicial precedents.

In suits against the Claiborne Parish School Board, citation shall be served on the President of the Board, and in his/her absence, on the Vice-President.

Ref: Constitution of Louisiana, Art. VI, Sec 44, Art. VIII, Sec. 9, Art. 12, Sec. 10; La. Rev. Stat. Ann. ''17:51; Hawthorne v. Jackson Parish School Board, 5 La. App. 508 (1927); Wells v. St. Tammany Parish School Board, App. 1 Cir.1976, 340 So.2d

1022.

AUTHORITY

The Claiborne Parish School Board is a legislative, evaluative and judicial body and is responsible for the operation and improvement of public education within its jurisdictional boundaries of Claiborne Parish. As a legislative body, the Board has the authority to determine and establish written policies and to evaluate their effectiveness. It also evaluates and acts on recommendations concerning the progress and improvement of the schools. Knowledge of educational principles and policies by the Board is essential to making decisions and resolving issues. The function of the Board is not to operate the schools, but to see that they are operated for the best interest of the children and taxpayers within the provisions of Louisiana law. The final responsibility for educational planning rests with the Board.

In addition to powers expressly granted by law, it also has implied or additional powers necessarily incidental to the performance of its statutory duties. The School Board may also make rules and regulations for its own government not inconsistent with state or federal law or with the regulations of the Louisiana State Board of Elementary and Secondary Education (BESE), as it may deem proper.

Members of the Board have authority only when acting as a Board when called legally into session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is pursuant to specific instructions of the Board.

Ref: Constitution of Louisiana, Art. VI, Sec. 29, 30, 31, 32, 33, 35, 44, Art. VIII, Sec. 10; La. Rev. Stat. Ann. ''17:51,17:81; Lincoln Parish School Board v. Ruston

College, App. 2 Cir.1964, 162 So.2d 419.

POWERS AND RESPONSIBILITIES

The Claiborne Parish School Board is vested with the responsibility and authority to establish policies for the administration and management of the schools in the school district. Any policy not specifically spelled out in the School Board's ***Policy Manual*** remains the prerogative of the Board. The Board shall act as a legislative body in the determination of policies for the control, operation, maintenance and improvement of the school system in keeping with the needs of the community and applicable state laws. On certain occasions the Board shall also serve as a judicial body to hear complaints and appeals of administrative decisions for employees, publics and/or patrons.

The Claiborne Parish School Board, through the operation of the public schools, shall make every effort, within the limitations imposed by staff, physical plant, and finances, to provide an educational program designed to meet the individual needs of children according to their ages, mental abilities, and vocational or professional interests.

The School Board shall be responsible for carrying out all mandatory laws pertaining to education and shall consider, accept or reject provisions of permissive legislation where discretion is so authorized. In all cases where constitutional mandates, federal and/or state statutes, judicial precedents or regulations of duly recognized governmental agencies do not otherwise provide or prohibit, the Board shall consider itself the agent responsible for establishing and appraising the educational activities of the school district.

The specific duties of the School Board shall include, but not be limited to, the following:

1. To select the person to serve as the chief executive officer and Superintendent of the school district and support such person in the discharge of his/her duties;

2. To establish, approve and evaluate policies relating to the operation of the public schools;

3. To adopt a calendar of school events for each ensuing year, which shall be distributed to the teachers and others as deemed necessary;

4. To adopt the annual budget, consider and approve payrolls, and approve expenditures of funds as recommended by the Superintendent;

5. To consider reports of transacted business and its relation to the financial status of the system;

6. To adopt policies for the direction of the school district that are in the best interests of all students;

7. To delegate to the Superintendent hiring and placement functions of personnel.

8. To determine salary schedules for all employees;

9. To consider reports of the Superintendent on the progress of the schools and advise him/her on recommended changes in the educational program;

10. To adopt plans for structural improvements and determine the means to finance them; and

11. To inform the citizens of the parish and the Legislature of the needs of the schools.

Revised: September 6, 2012

Ref: La. Rev. Stat. Ann. ''17:51, 17:64, 17:81, 17:84, 17:88, 17:95, 17:97, 17:101, 17:102, 17:103, 17:104, 17:104.1, 17:105, 17:105.1, 17:106, 17:108, 17:109, 17:111, 17:112, 17:158, 17:221, 17:441, 17:442, 17:443, 17:444, 17:1373, 38:2211, 38:2212, 38:2212.1; Board minutes, 9-6-12.

BOARD MEMBERS LEGAL STATUS

The legal status of each duly appointed or elected member of the Claiborne Parish School Board is that of a public official who cannot be removed from his/her office except as provided by state law. The legal obligations of each Board member shall not commence until he/she has been duly elected or appointed and officially taken office. His/her official capacity as a Board member shall continue until the expiration of his/her term in office, unless otherwise vacated.

Such status does not authorize said member to act for or bind the Board individually. The powers and duties vested in the School Board shall only be exercised by action of the Board as a whole at duly called and organized meetings. In this respect, no motion or resolution shall be declared adopted without the concurrence of a *simple majority of the Board present and voting*, unless otherwise stipulated.

While Board members may enjoy a degree of immunity from damage suits, individual Board members are not absolutely free from liability. The members may not be immune from liability, especially civil rights cases, if actions taken were presumed to be legal and resulted in deprivation of rights, or if they knew or reasonably should have known that their actions taken were unconstitutional, or if such actions were taken with malicious intent to cause a deprivation of rights. Moreover, liability may be equally applicable, not just from policies, ordinances, regulations, or decisions officially adopted by the Board, but also for a custom or standard practice or procedure, even though such a custom, practice or procedure has not received formal Board approval.

Ref: Constitution of Louisiana, Art. VIII, Sec. 9; Rev. Stat. Ann. §§17:51, 17:52, 17:81; Wood v. Strickland, 95 S. Ct. 992 (1975); Monell v. Department of Social Services of New York, 98 S. Ct. 2018, 2035-36 (1978); Owen v. City of Independence, No., 98 S. Ct. 3318 (1978).

NUMBER

The Claiborne Parish School Board shall be composed of ten (10) members, each elected by qualified voters residing within each of the respective special election districts within its jurisdictional boundaries of Claiborne Parish. Each election district shall encompass the geographic and demographic areas fixed by the Claiborne Parish School Board for school board member election purposes. An official map showing each election district shall be made available for viewing during normal business hours at the School Board office.

Every candidate for election must be a resident and qualified voter of the election district from which said candidate shall seek election for at least one year prior to the time of qualifying for election to such position and, if elected, must remain a resident of the election district during the term of office.

Should any member of the School Board move his/her residence from the election district from which such member was elected, the seat held by said member shall be declared vacant, and such vacant seat shall be filled in accordance with applicable law of the State of Louisiana.

The Claiborne Parish School Board shall reapportion itself every ten (10) years, using the federal census, so that each member shall represent as nearly as possible the same number of persons.

Ref: La. Rev. Stat. Ann. ''17:52, 17:71.1, 17:71.2, 17:71.3, 17:71.4, 17:71.5, 17:71.6, 17:71.7; 18:1, 18:602.

QUALIFICATIONS FOR SCHOOL BOARD MEMBERS

Persons eligible to serve as members of the Claiborne Parish School Board shall have the following minimum qualifications:

1. A School Board member shall have attained the age of eighteen (18);

2. A School Board member shall possess a high school diploma or its equivalent, as determined by the Louisiana Department of Education;

3. A School Board member has resided in the state for the preceding two (2) years;

3. A School Board member has been domiciled in the election district for the preceding year, except after a reapportionment;

5. A School Board member is able to read and write;

6. A School Board member is not otherwise prevented by Louisiana law from serving as a member of the Claiborne Parish School Board; and,

7. A School Board member shall have affirmed to the prescribed oath.

Should any member of the School Board move his/her domicile from the election district from which such member was elected, the seat held by said member shall be declared vacant, and such vacant seat shall be filled in accordance with applicable law of the State of Louisiana.

It is desirable that members of the School Board have a genuine interest in and devotion to public education; a willingness to give time and effort to the work; a capacity for understanding people; and the ability to work cooperatively with others.

Each School Board member should recognize that he/she is a public official charged with an important responsibility. In view of the fact that School Board members are elected to their position, each member has a responsibility to the voters who have elected him/her; however, representation should serve the best interest of the school system as a whole rather than that of a single district.

Revised: September 5, 2024

Ref: Constitution of Louisiana, Art. VIII, Sec. 8(a); La. Rev. Stat. Ann. §§17:52, 17.71.2, 17:71.3; Board minutes, 9-5-24.

TERM OF OFFICE

All members of the Claiborne Parish School Board shall serve for four-year concurrent terms. School Board members shall be elected at the same time as members of the United States Congress are elected to office.

Except in cases of special elections to fill vacancies on the School Board, the term of each member shall begin on January 1, following his/her election and expire on December 31, four (4) years later. Beginning with elections after January 1, 2014, School Board members shall be limited to three (3) consecutive four-year terms.

Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. §§17:52, 17:60.4, 17:71.2, 17.71.3; Board minutes, 11-6-14.

UNEXPIRED TERM FULFILLMENT

Vacancies in the membership of the Claiborne Parish School Board caused by death, resignation, or otherwise, shall be filled within twenty (20) days by the remaining members of the School Board, by appointment of a qualified person for the unexpired term. If the School Board does not fill the vacancy within the allotted time, the governor shall appoint a person to fill the vacancy.

If the unexpired portion is more than one (1) year, however, a special election shall be called by the School Board in accordance with and on a date stipulated by state law. If a special election is called, the appointed member shall serve until a successor is elected and has taken the prescribed oath of office.

In addition to the above, a vacancy shall be deemed to have occurred when a member becomes domiciled outside or changes his/her domicile from the district he/she represents.

Multiple vacancies shall be filled according to state statutory provisions.

Revised: June 6, 2013

Ref: Constitution of Louisiana, Art. VI, Sec. 13; La. Rev. Stat. Ann. §§18:402, 18:581, 18:602: Board minutes, 6-6-13.

SCHOOL BOARD LIABILITY

The Claiborne Parish School Board, as a political subdivision, can sue and be sued as a corporate body for its actions. The Board should act prudently and responsibly in performing its responsibilities. However, for circumstances in which Board action may be challenged through lawsuits, the Board shall secure adequate liability insurance coverages for the Board, both individually and collectively, as well as for all teachers, employees, and volunteers of the school district. Proper legal representation shall also be obtained as the Board may determine.

Ref: Constitution of Louisiana, Art. VIII, Sec. 9; La. Rev. Stat. Ann. ''17:51, 17:52, 17:81, 17:416.1, 17:416.3, 17:416.4, 17:416.6; Wood v. Strickland, 95 S.Ct. 992 (1975); Monell v. Department of Social Services of New York, 98 S.Ct. 2018, 2035-36 (1978); Owen v. City of Independence, Mo., 98 S.Ct. 3318 (1978);

Harlow v. Fitzgerald, 1102 S. Ct. 2727 (1982).

SCHOOL SUPERINTENDENT LEGAL STATUS

The Superintendent of the Claiborne Parish School Board is a constitutional school officer as provided in the Constitution and laws of the State of Louisiana. As such, he/she has certain authorities and functions which are provided for by law.

The Superintendent shall be the chief executive officer and secretary and treasurer of the Claiborne Parish School Board. He/she shall be responsible to the Board for the efficient administration of the school district according to the laws governing the school district and the policies which are adopted by the Louisiana Board of Elementary and Secondary Education (BESE) and the Claiborne Parish School Board. As the instructional leader of the school district and its chief executive officer, he/she shall have primary responsibility for personnel actions in the district as may be outlined in state law and/or Board policy.

As secretary, he/she shall keep, or cause to be kept, an accurate copy of all minutes in an official minute book reflecting all business of the Board conducted at regular or special meetings. As secretary of the Board, the Superintendent shall see that copies of all minutes are provided to all Board members and that the official Board minutes are made available for public examination in accordance with state law.

As treasurer, the Superintendent shall have the authority to co-sign and execute any and all documents associated with all transactions duly approved by the Board. He/she shall also be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The Superintendent shall sign each teacher contract issued.

Revised: October 6, 2011
Revised: August 9, 2012

Ref: Constitution of Louisiana, Art. VIII, Sec 9; La. Rev. Stat. Ann. ''17:54, 17:81,

17:83, 17:91; Board minutes, 10-6-11, 8-9-12.

SCHOOL DISTRICT ORGANIZATION

The schools within the jurisdictional boundaries of the Claiborne Parish public school district shall be organized into an arrangement that will provide all children in the district an opportunity to develop their educational potential to the maximum extent possible. The School Board shall require the educational organization of the schools to remain flexible so that new patterns of organization may be implemented as may become necessary to suit community needs and resources.

The School Board is authorized to reorganize schools and to determine and fix the number of grades to be taught at each school, taking into consideration the dictates of the public and best interests of the students of the district.

Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 17:104, 17:151, 17:151.1; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-6-14.

SCHOOL ATTENDANCE DISTRICTS

School attendance boundaries shall be approved by the Claiborne Parish School Board. Prior to the adoption of school boundaries, the School Board shall conduct public hearings for the purpose of receiving input regarding proposed boundary changes. Official notice of these hearings shall be published in the official journal of the School Board and other appropriate publications.

Established attendance boundaries shall be disseminated throughout the school system by means of boundary maps and written boundaries. All Claiborne Parish School Board personnel charged with admission of students shall admit only those students who reside within assigned school attendance areas and those with transfer permits.

Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 17:104, 17:151, 17:1371, 17:1371.1, 17:1371.2, 17:1372, 17:1373.; Board minutes, 11-6-14.

SCHOOL CENSUS

The Claiborne Parish School Board shall require an annual school census of school-age children based on the information obtained from the public schools under the jurisdiction of the School Board. A base student membership count shall be conducted in accordance with Louisiana Board of Elementary and Secondary Education (BESE) guidelines on such student count dates designated in the annually adopted Minimum Foundation Program Formula.

All students included for membership in school shall be identified with the following required identification elements: state identification number, full legal name, date of birth, sex, race, district and school code, entry date, and grade placement. Principals shall be responsible for assuring the data submitted on each student enrolled in school is accurate and up-to-date.

Revised: June, 2008

Ref: *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education, *Louisiana Administrative Code*, Title 28-Education (BESE), §1107; Board minutes, 11-6-08.

SCHOOL YEAR

The Claiborne Parish School Board shall annually adopt a school calendar calling for a minimum session of 182 days, of which at least 177 days shall be scheduled to provide the required instructional time. However, the School Board may authorize some or all of its schools to modify the number of instructional days per year provided the minimum of instructional minutes per year is no less than 63,720 instructional minutes.

Revised: June 6, 2013

Ref: La. Rev. Stat. Ann. §§17:154, 17:154.1, 17:154.3, 17:154.4; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 6-6-13.

SCHOOL CALENDAR

The school calendar for the ensuing school year shall be prepared by the Superintendent and presented for Claiborne Parish School Board approval in the early spring of each year.

The calendar shall set forth the days that schools shall be in session, holidays, and vacation periods, in-service days, and days marking the beginning and end of reporting periods at elementary and secondary levels.

A school calendar showing working days for the administrative, secretarial, maintenance and custodial personnel, including personnel employed on a 12 month basis or otherwise, shall also be presented for approval by the Board.

Ref: La. Rev. Stat. Ann. ''17:154; *Louisiana Handbook for School Administrators*,

Bulletin 741, Louisiana Department of Education.

SCHOOL DAY

The Claiborne Parish School Board shall require every school under its jurisdiction to conduct a minimum daily session of not less than 360 minutes of instructional time, exclusive of all recesses, provided that this shall not be construed as to prevent half-day sessions where the school accommodations are insufficient for all pupils of the system in a whole day session. Two (2) or more partial days may be combined to meet the minimum required instructional time. The class schedule shall be altered to assure all classes are conducted during partial days.

The school day shall include, by definition, the daily period of time established by the School Board as the official operating hours of the school for administrative and instructional purposes, as well as co-curricular activities.

The School Board shall require each elementary school to dedicate any instructional time beyond that offered during the 1997-98 school year to the study of those subjects for which content standards have been adopted by the Louisiana Board of Elementary and Secondary Education (BESE). Specific emphasis shall be placed in the lower grades on teaching mathematics and reading or language arts.

Ref: La. Rev. Stat. Ann. ''17:154, 17:154.1, 17:154.3; *Louisiana Handbook for School*

Administrators, Bulletin 741, Louisiana Department of Education.

OFFICERS OF THE BOARD

The Claiborne Parish School Board shall elect at its regular meeting in January each year, one of its members to serve as President and one to serve as Vice-President. The President shall preside at all meetings of the Board and shall call special meetings when required. He/she shall sign with the Superintendent, the minutes and other official documents which require the signature of the President. He/she shall perform other duties as prescribed by law or Board policy. In the absence of the President or in the event of his or her death, or his or her inability or failure to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President. If the President and Vice-President are absent from a meeting at which a quorum is present, the Superintendent shall preside until the members elect one of their members to serve as President for that meeting.

The Superintendent shall serve as the secretary and treasurer of the Board. As secretary, he/she shall conduct all correspondence of the Board, keep and preserve all its records, receive all reports required by the Board, and see that such reports are in proper form, complete and accurate. He/she shall announce all meetings, prepare the agenda of all meetings, and attend all meetings of the Board and of its committees. In case the Secretary is absent, the Board may appoint another member of the Board, or other school personnel under the jurisdiction of said Board to act as secretary.

As treasurer, the Superintendent shall have the authority to sign and execute any and all documents associated with all transactions duly approved by the Board. He/she shall also be designated as the official custodian of all funds to which the Board is entitled by law and shall be responsible for the proper safeguarding and accounting for all such funds.

The treasurer shall issue a receipt for any monies coming into his or her hands and deposit such monies in accordance with the laws governing the deposit of public funds. He/she shall issue such warrants in payment of expenses lawfully incurred on behalf of the School Board.

For each school year, the treasurer shall give a bond for the faithful performance of duties; said bond to be written by an insurance company licensed to do business in the State of Louisiana and in an amount to be determined by the Board. The treasurer shall be responsible under such bond for the faithful performance of duties as treasurer. The Board shall pay the premium of the bond.

The President shall have the discretionary authority to appoint a parliamentarian to serve at Board meetings who shall assist in the orderly conduction of meetings.

ELECTION OF OFFICERS

Election of the President and Vice-President shall be by roll call vote, unless a single member has been nominated for an office, in which event the nominee shall be elected by acclamation. In the event no candidate for office receives the votes of a majority of the elected members, further balloting shall continue until the required votes are obtained. Those elected shall assume the responsibilities of office immediately.

Filling of Vacancies

A vacancy in the office of President or Vice-President shall be filled by election in the manner set forth above at the next regular or special meeting called for that purpose. All persons so elected shall serve for the remainder of the term of the officer he/she is succeeding.

Ref: La. Rev. Stat. Ann. ''17:54, 17:55, 17:56, 17:83, 17:91, 17:95.

DUTIES OF BOARD MEMBERS

The members of the Claiborne Parish School Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is in pursuance of specific instructions from the Board.

No Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or as an individual command the services of any school employee.

The duties and obligations of an individual School Board member may be enumerated as follows:

1. To familiarize himself/herself with school law, regulations of the Louisiana Department of Education, School Board policies and administrative regulations and procedures;

2. To have a general knowledge of educational philosophy, aims and objectives of the system;

3. To work harmoniously with other Board members without trying to either dominate the Board or neglect his/her share of the work;

4. To vote and act in the Board meetings impartially for the good of the district;

5. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy;

6. To represent the Board and the School system to the public in such a way as to promote both interest and support;

7. To refer complaints to the proper school authorities and to abstain from individual counsel and action; and

8. To act ethically in all matters at all times thereby representing the School District to the best of one's ability.

NEW MEMBER ORIENTATION

The Claiborne Parish School Board realizes the importance of a functional orientation program for new Board members. Under the guidance and directions of experienced Board members and the Claiborne Parish Superintendent of Schools, orientation shall be provided new Board members to allow the members to become fully informed about the Board's functions, policies, procedures and problems. Administrative staff members shall participate in such activities, when appropriate.

SCHOOL BOARD MEMBER CONTINUING EDUCATION

SCHOOL BOARD MEMBER TRAINING

Each Claiborne 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 Louisiana, laws governing the powers, duties and responsibilities of school boards, the Open Meetings law, 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, 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 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.

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: October 6, 2011
Revised: June 6, 2013
Revised: October 10, 2013

Ref: La. Rev. Stat. Ann. ″17:53, 42:1170; Board minutes, 2-5-09, 10-6-11, 6-6-13,

10-10-13.

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Revised: December, 2008
Revised: October 6, 2011
Revised: June 6, 2013
Revised: October 10, 2013
Revised: September 5, 2024

Ref: La. Rev. Stat. Ann. §§17:53, 42:1170; Board minutes, 2-5-09, 10-6-11, 6-6-13, 10-10-13, 9-5-24.

BONDED MEMBERS

The Claiborne Parish School Board shall require the Superintendent and Board President, or other appropriate designated personnel, who are authorized to sign all checks written against school funds, to furnish a surety bond of not less than fifteen thousand dollars. In addition, the Superintendent, as treasurer of the Board, shall furnish an indemnity bond, made in favor of the governor and the Board in an amount to be set by the Board.

All bonds shall be purchased by the Board from a company licensed to do business in Louisiana. In addition, all bonds purchased by the Board on its employees shall include coverage against loss sustained by the Board through fraudulent or dishonest acts committed by any of the bonded employees or persons.

Ref: La. Rev. Stat. Ann. §§17:95, 17:97.

SCHOOL BOARD MEMBER COMPENSATION AND EXPENSES

The Claiborne Parish School Board shall provide a monthly expense allowance for its members in accordance with state law and at a rate set by the School Board. School Board members shall also be authorized to receive reimbursement for mileage going to and from meetings as well as reimbursement for actual travel and related expenses outside the jurisdictional boundaries of the School Board while on official School Board business, all in accordance with School Board policy.

A member who does not attend regular or special meetings of the School Board, including committee meetings, may be required to forfeit up to one-third of their expense allowance for each nonattendance without reasonable excuse, the amount of said forfeiture to be determined by the School Board.

Any action increasing the compensation for School Board members shall require a ***two-thirds vote of the total membership***. Before any action is taken, however, the School Board shall advertise in the official journal of the School Board the time and place of a meeting to consider the expense allowance. The advertisement shall appear on at least two (2) separate days during the fifteen (15) days immediately preceding such meeting.

The President may, at the discretion of the School Board, be provided up to an additional $150.00 monthly expense allowance for his/her duties as President. Members of the Executive Committee may also receive an additional per diem per month payment of $50.00, provided however, an executive committee member attending an executive committee meeting and a School Board meeting on the same day shall not receive compensation for the executive committee meeting.

TRAVEL GUIDELINES

Each School Board member shall receive an annual expense reimbursement of no more than $2,000.

The National School Boards Association Convention, the Southern Regional School Boards Association Conference, the Louisiana School Boards Association (LSBA) Conference, including any events scheduled by the LSBA, and National School Boards Association workshops and conferences are recognized as approved professional meetings for Claiborne Parish School Board members and need no prior approval by the School Board.

All other out-of-state travel by School Board must be approved by the School Board prior to the date of travel. All out-of-state travel by employees must be approved in advance by the Superintendent or his/her designee. Approval shall be documented by completing the *Request for Travel Form*.

No travel expense shall be paid to any School Board member above the allotted amount established by the School Board in policy *DJD, Expense Reimbursement* unless approval of the Board has been granted prior to the travel. Additional reimbursement amounts for unusual circumstances (i.e., "high cost" areas) may be approved by the Claiborne Parish School Board upon recommendation of the Superintendent, with appropriate documentation provided.

Revised: August 8, 2024

Ref: Constitution of Louisiana, Art. VIII, Sec. 8; La. Rev. Stat. Ann. §17:56; Board minutes, 8-8-24.

BOARD COMMUNICATIONS

Claiborne Parish School Board members may be provided with specific communications tools which are necessary to fulfill the Board members' duties. Any equipment or other tools provided shall be subject to the provisions of all applicable state rules and statutes.

Given the nature and dependency of system functions on the Board President and Vice-President, the school system shall also provide, at their request, a cellular phone or similar technology to facilitate immediate access to both district staff and the community. All costs associated with this technology shall be borne by the School Board, provided none of the incurred costs are of a personal nature.

The President and Vice-President shall bear the sole responsibility for accurately reporting said expenses according to approved School Board policy and applicable state rules and statutes. Any and all personal charges incurred by the President or Vice-President shall be reimbursed to the system in full, within ten (10) days of the billing notice from the School Board to the Board member.

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

BOARD - SCHOOL SUPERINTENDENT RELATIONS

The Claiborne Parish School Board recognizes the need for a clear delineation between its responsibilities, duties and authority and those of the Superintendent.

The School Board is primarily a legislative body with ultimate responsibility for the operation and improvement of public education in the Claiborne Parish School District.

The School Board believes that the legislation of policies is the most important function of a Board and that the execution of the policies should be the function of the Superintendent. The function of the Board is not to operate the schools but to see that they are operated for the best interest of the children and taxpayers within the provisions of Louisiana law. Board members have no individual authority except when the Board is in legal session.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board policies, to promulgate administrative regulations and to implement Board policies, and allows the Board freedom to devote its time to policymaking and appraisal functions. The Superintendent keeps the Board informed about school operations.

The link between the Board and the Superintendent must be the strongest in the entire chain of united effort toward better schools. It is with the Superintendent that the Board will have most frequent communications.

SCHOOL ATTORNEY

The Claiborne Parish School Board recognizes that the increasing complexity of school system operations frequently requires procurement of professional legal services. Consequently, it shall rely on the District Attorney for purposes of systematically securing such services. The primary function of an attorney shall be to provide professional legal counsel and representation to the Board.

The Board may select and employ its own general attorney, in which case the District Attorney shall be relieved of responsibility to serve as counsel for the School Board. The Board may also employ additional legal assistance when special circumstances warrant.

Ref: La. Rev. Stat. Ann. §§16:2, 42:261.1.

SCHOOL BOARD MEETINGS

The Claiborne Parish School Board has the authority to hold as many School Board meetings per month as the School Board deems necessary. Regular meetings of the School Board shall be held on the first Thursday after the first Sunday of each month at 6:00 p.m., except when a meeting date falls on a legal holiday, in which event the School Board shall announce, in its regular meeting prior to the holiday, the next meeting date. As circumstances may dictate, the time, the date, and the place for regular meetings may be changed by the School Board.

Special meetings may be called by the President, and shall be called by the President at the request, in writing, of the Superintendent, or the Vice-President, or a majority of the School Board membership, at the time and place designated. Such written requests shall state the detailed purpose for the meeting.

At any regular or special meeting of the School Board, no business may be transacted which does not come within the purpose or purposes set forth in the agenda for the meeting, except upon ***unanimous approval of the members of the School Board present*** at that meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

The public and news media shall be informed of the dates of all regular and special meetings.

All meetings shall be open to the public except meetings that meet the criteria described in Louisiana law for being closed meetings.

Official actions or decisions shall be made only in official meetings of the School Board. No member of the School Board, nor any committee of the School Board, shall have the power to act in the name of the School Board outside of official School Board meetings unless so designated by a majority of the School Board duly convened.

A *simple majority of School Board members present and voting* may adopt any motion or any policy and/or regulation; otherwise, a *majority of the full membership* or more is needed when specifically required by law or School Board policy.

ELECTRONIC MEETINGS

See policy *BCAD, Teleconferences/Remote Participation in School Board Meetings*.

QUORUM

A *quorum* for the transaction of official business shall consist of a majority (6) of the members of the School Board. When a quorum of the School Board has convened and neither the President nor the Vice-President is present, the members shall elect one of their number to serve as President for that meeting.

Official meetings of the School Board may only be held when a quorum is present.

Revised: September, 2008
Revised: October 6, 2011
Revised: August 9, 2018
Revised: December 10, 2020
Revised: August 10, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:17.1, 42:19, 42:20, 42:24, 42:25; Board minutes, 11-6-08, 4-7-11, 10-6-11, 8-9-18, 12-10-20, 8-10-23.

TELECONFERENCE/REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS

The Claiborne Parish School Board shall allow teleconference/remote participation in School Board meetings via electronic means as provided by Louisiana law.

REMOTE PARTICIPATION BY A SCHOOL BOARD MEMBER WITH A DISABILITY

A School Board member who certifies that he/she has a disability recognized by the *Americans with Disabilities Act* shall be allowed to participate and vote in a meeting via electronic means, as defined below.

EMERGENCIES OR DISASTERS

The Claiborne Parish School Board may conduct and its members may attend and participate in a meeting via electronic means provided that all of the following conditions are met:

1. The Governor has declared a state of emergency or disaster involving a geographic area within the jurisdiction of the School Board and the nature of the emergency or disaster would cause a meeting of the School Board conducted pursuant to the other provisions of this policy to be detrimental to the health, safety, or welfare of the public.

2. The President of the School Board certifies on the notice of the meeting that the agenda of the meeting is limited to one or more of the following:

    A. Matters that are directly related to the School Board's response to the disaster or emergency and are critical to the health, safety, or welfare of the public.

    B. Matters that if they are delayed will cause curtailment of vital public services or severe economic dislocation and hardship.

    C. Matters that are critical to continuation of the business of the School Board and that are not able to be postponed to a meeting held in accordance with the other provisions of this policy due to a legal requirement or other deadline that cannot be postponed or delayed by the School Board.

    D. Other matters that are critical or time-sensitive and that in the determination of the presiding officer should not be delayed; however, such maters shall not be considered at the meeting unless the members of the School Board present at the meeting approve the consideration of the matters by a two-thirds vote.

3. The School Board and its President comply with all of the requirements of this policy.

No later than twenty-four (24) hours prior to a meeting conducted pursuant to the provisions of this policy, the School Board shall provide for all of the following:

1. The notice and agenda for the meeting, which shall be posted on the School Board's website, emailed to any member of the public or the news media who requests notice of meetings of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.

2. Detailed information regarding how members of the public may participate in the meeting and submit comments regarding matters on the agenda, which information shall be posted on the School Board's website, emailed to any member of the public or the news media who requests notice of meetings of the School Board, and widely distributed to every known news media outlet that broadcasts or publishes news within the geographic area within the jurisdiction of the School Board.

For each meeting conducted with remote participation:

1. The School Board shall provide a mechanism to receive public comment electronically both prior to and during the meeting.

2. The School Board shall properly identify and acknowledge all public comments during the meeting and shall maintain those comments in its record of the meeting.

3. The President of the School Board shall ensure that each person participating in the meeting is properly identified.

4. The President shall ensure that all parts of the meeting, excluding any matter discussed in executive session, are clear and audible to all participants in the meeting including the public.

DEFINITIONS

For the purposes of this policy, the following words and phrases shall have the following meanings:

1. *Meeting via electronic means* shall mean a meeting occurring via teleconference or video conference.

2. *Teleconference* shall mean a method of communication which enables persons in different locations to participate in a meeting and to hear and otherwise

communicate with each other.

3. *Video conference* shall mean a method of communication which enables persons in different locations to participate in a meeting and to see, hear, and otherwise communicate with each other.

New policy: August 10, 2023

Ref: La. Rev. Stat. Ann. §§17:1, 17:81, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:17.2.1, 42:19, 42:20, 42:24, 42:25; Board minutes, 8-10-23.

FILE: BCB
Cf: BBA, BCBI

BOARD MEETING PROCEDURES

The Claiborne Parish School Board recognizes that it is essential to the maintenance of a democratic society that public business be performed in an open and public manner, except as provided by state law, and that the citizens be advised of and be aware of the performance of public officials and the deliberations and decisions that go into the making of public policy.

It is the desire of the Board that meetings be formal enough for orderly procedure, but informal enough to be natural, to encourage free discussion, and to promote group thinking and action. In matters of procedures not covered by law, Board policy, or the Louisiana Board of Elementary and Secondary Education (BESE), meetings of the Board, including committee meetings shall be governed by Robert's Rules of Order. The President shall be entitled to discuss and vote on all matters before the Board.

The President of the Board, or, in his or her absence, the Vice-President, shall conduct all meetings. In the absence of both, the Superintendent shall preside until the Board elects an acting chairman. The presiding officer shall recognize members of the Board who wish to be heard in the order that he/she deems advisable. No member of the Board shall speak without having first been recognized.

Each Board member shall be given an opportunity to express without interruption, his or her views on any agenda item. The President may stop any discussion which does not apply to the motion last made. He/she may also stop the discussion of a matter if the Board has previously agreed to confine discussion to a definite period of time, and that time period has been used.

Public participation in Board meetings shall be permitted during the public comment period. Other persons may be recognized in Board meetings upon approval of the Board. The President of the Board shall have complete authority to remove any person(s) who willfully disrupts a meeting to the extent that orderly conduct of the meeting cannot be maintained.

Ref: La. Rev. Stat. ''17:81, 42:15.

NOTIFICATION OF SCHOOL BOARD MEETINGS

The Claiborne Parish School Board shall give written public notice of all regular meetings, if established by resolution, at the beginning of each calendar year. The School Board shall also give written public notice of any regular, special, or rescheduled meeting, no later than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting. In cases of extraordinary emergencies, such notice shall not be required, however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

Notice for committee meetings shall be given one (1) week in advance of the date of the meeting, whenever possible, but in no case less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the meeting.

Public notice of any meeting shall include the agenda, date, time, and place of the meeting. The agenda included in the notice shall be reasonably clear so as to advise the public in general terms of each subject to be discussed at the public meeting. In addition, attached to the written notice shall be information on any matters to be discussed in executive session. The notice shall indicate the following:

1. A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.

2. A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

Written public notice given by the School Board shall include, but not be limited to:

1. Posting a copy of the notice at the School Board's central office or by publication of the notice in the School Board's official journal no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time of the meeting.

2. Giving notice to any member of the public or the news media who requests notice of such meetings by providing the notice to the requestor at the same time and in the same manner as is given to members of the School Board.

3. In addition to the above, by providing notice on the School Board’s website no less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, immediately preceding the meeting.

Revised: January 10, 2013
Revised: November 6, 2014
Revised: August, 2024
Revised: February 5, 2026

Ref: La. Rev. Stat. Ann. §§17:81, 42:19, 42:19.1, 42:23; Board minutes, 1-10-13, 11-6-14, 2-5-26.

AGENDA PREPARATION AND DISSEMINATION

The Claiborne Parish School Board President shall direct the Superintendent to prepare, or cause to be prepared, an agenda for all regular School Board meetings. Items of business may be suggested by School Board members, administrative staff, employees, school patrons, or lay citizens of the school district for inclusion on the agenda. The agenda shall not be changed less than twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, prior to the scheduled time of the meeting.

Each item on the agenda shall be listed separately and described with reasonable specificity. Before the School Board may take any action on the agenda item, the presiding officer shall read aloud the description of the item.

A request to be considered for a place on the agenda of any items or by any group or individual other than a School Board member shall be filed in writing with the Superintendent no later than five (5) days preceding the next scheduled School Board meeting. Any material to be used must be submitted at the time of the request.

The Superintendent shall be authorized to waive the five-day requirement if in his/her judgment the matter to be brought before the School Board is of an emergency nature. In the event the five (5) day requirement is waived, and the agenda has been mailed to School Board members, the Superintendent shall, if time permits, mail to School Board members a supplement to the original agenda. Otherwise, the School Board shall be apprised of his/her action in waiving the time requirement at its next meeting.

The Superintendent shall be authorized to decide which matters are of a sufficient importance to require School Board attention. The Superintendent's decisions may be appealed to the President of the School Board. Matters which should be handled by the Superintendent and staff shall be left off the agenda and handled by the professional staff in order to conserve School Board time. In the event the Superintendent and staff cannot solve the problem to the satisfaction of the person or delegation, the matter shall be presented to the School Board at the earliest possible date.

No School Board member shall be denied the right to have an item placed on the published agenda of a School Board meeting. Except for announcements, requests for expressions of praise, commendations, sympathy, and the setting of dates and times for meetings, an item of business not on the agenda may not be suggested from the floor for discussion except upon ***unanimous approval of the members present*** at a meeting. The motion to add an item not on the agenda shall identify the item with reasonable specificity, including the purpose for the proposed addition to the agenda, and shall be entered into the minutes. In keeping with state law and School Board policy, prior to any vote to add an item to the agenda, there shall be an opportunity for public comment on the motion.

All School Board meeting materials and supporting data shall be disseminated to the members of the School Board so that the materials are received no later than twenty-four (24) hours prior to any School Board meeting, whenever possible.

Revised: September, 2008
Revised: January 10, 2013
Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. §42:19; Jackson v. Assumption Parish School Board, App. 1 Cir. 1995, 652 So2d 549, 1994-0901 (La. App. 1 Circ. 3/3/95); Board minutes, 11-6-08, 1-10-13, 11-6-14.

VOTING METHOD AT BOARD MEETINGS

An affirmative vote of a *simple majority of the members present and voting* shall be necessary for the passage of any motion, except in such instances as the law or other policies of the Claiborne Parish School Board may require a larger vote. Every member present, including the President, shall be entitled to one vote.

A member of the Board may abstain from voting on an issue before the Board, whereby his/her vote shall be counted neither for nor against the issue voted upon. In such cases the Board member shall state that he/she abstains from voting and the minutes shall reflect the member's abstention.

All voting shall be by voice, by show of hands, or by electronic device; a roll call vote may be requested by any member and/or ordered by the President, with the vote of each member recorded in the minutes. On voice votes, the name of each voting "nay" shall be recorded in the minutes upon his/her request.

Reconsideration of actions shall be according to Robert's Rules of Order, with the exception that matter voted on by the Board shall not be brought up for reconsideration more than once during the calendar year except by ***two-thirds vote of the Board***.

There shall be no representation by proxy by any member at any meeting of the Board, including committee meetings. Board members present at Board meetings and all committee members present at committee meetings are authorized to speak on issues, offer and second motions, and vote.

No action shall be taken by the Board except as taken above at a properly called regular or special meeting.

Ref: La. Rev. Stat. Ann. ''17:81, 18:602, 42:5, 42:1120.

MINUTES OF SCHOOL BOARD MEETINGS

The Claiborne Parish School Board shall require written minutes of all of its open meetings be kept. Such minutes shall include:

1. The date, time, and place of the meeting.

2. The members of the public body recorded as either present or absent.

3. The substance of all matters decided, and, at the request of any member, a record, by individual member, of any votes taken.

4. Any other information that any School Board member requests be included or reflected in the minutes.

The Superintendent shall be responsible for keeping all minutes of the School Board in a book provided for that purpose and, within twenty (20) days after the meeting, present them to be published one (1) time in the official journal of the School Board. The minutes shall be mailed to each member as soon as reasonably possible following the meeting. The acts of the School Board shall be attested to by the signatures of the President and Secretary to the School Board and shall be filed and maintained in its administrative offices as public records and shall not be moved therefrom.

The School Board shall post on its website a copy of the School Board minutes made available for publication and shall maintain a copy of those minutes on its website for at least three (3) months after the posting. The School Board shall post the minutes on its website within ten (10) days after publication in the official journal.

The minutes shall be public records and shall be made available within a reasonable time after the meeting except where such disclosures would be inconsistent with statutory provisions. In addition, transcribed minutes of meetings shall reflect total transactions of School Board considerations and when approved shall bear the signature of the Secretary and President.

OFFICIAL JOURNAL

The School Board shall select a newspaper as the official journal of the School Board to publish all official minutes of School Board meetings, as well as all other legal advertising. The official journal shall meet all qualifications as outlined in state law and any others the School Board may prescribe.

Revised: August, 2010
Revised: June 5, 2014
Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 42:4.1, 42:4.2, 42:7.1, 43:141, 43:144, 43:145; Board minutes, 11-11-10, 6-5-14, 11-6-14.

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS

The Claiborne Parish School Board desires the citizens of the district to attend its meetings so that they may become better acquainted with the schools and so that the Board may have opportunity to hear the wishes and/or ideas of the public.

It is the policy of the School Board to conduct all meetings in full view of and with welcomed participation by the public. However, the School Board reserves the right to recess into or call executive sessions for discussing matters as provided by state law. During executive sessions, no action shall be taken or resolutions made.

The purpose of Claiborne Parish School Board meetings is not to be regarded as a public forum for grievances, but to set policy, take care of the business as prescribed by state law, and to inform the public while always providing for excellence in the education of children of the system.

REQUEST FOR ITEM TO BE PLACED ON AGENDA

All delegations or individuals who wish to appear before the School Board and place an item on the agenda shall submit their written requests to the Superintendent at least five (5) working days prior to the meeting date, stating what matters they wish to take up with the School Board and the approximate time such matters should consume at the meeting. Such items will normally be included on the agenda of the meeting at which the delegation or individual wishes to appear before the School Board. If not submitted on time to be placed on the agenda, the item will be held over for the next scheduled meeting of the School Board. Each delegation appearing before the School Board shall select in advance one (1) person as its spokesperson and statements shall be presented in a concise manner.

PUBLIC COMMENT ON AGENDA ITEMS

Before each meeting of the School Board, a copy of the agenda for that meeting shall be posted at the meeting place or otherwise conspicuously displayed. It shall also be posted on the School Board's website. A public comment period shall be held before any vote is taken on an agenda item. Comments from the public shall occur after introduction of the item to be voted on and before any discussion by School Board members. However, a person is not entitled to take up business before the School Board unless the item in which he/she is interested has been placed on the agenda of that meeting.

Any person wishing to speak on any of the items listed in the agenda must complete and submit a card containing the name of the person, the name of any organization the name of any organization or group for whom the individual wishes to speak and the specific agenda item about which the person wishes to speak. A separate card must be completed and submitted for each different agenda item on which the individual would like to address the School Board.

As the School Board reaches each item on its agenda, the School Board President shall recognize those persons indicating a desire to speak on that item. No individual may speak without first being recognized by the presiding officer. Each person may speak for not more than three (3) minutes on each item, and may speak only once on each agenda item. When the individual has been recognized to speak on an agenda item, that individual shall approach the podium. The individual shall limit his/her comments to matters that are strictly relevant to that agenda item. The individual shall refrain from asking questions or making requests of the School Board or staff. No accusatory comments or comments relative to the performance of specific employees or potential employees shall be permitted. The School Board shall delay its deliberations on each agenda item until all members of the public who wish to address the Board have been given an opportunity to speak.

In the event that the School Board should add an item for which a vote shall be taken to its agenda after the School Board meeting begins, the School Board President shall orally request of the audience whether anyone in attendance would like to speak on the added agenda item. Each person indicating a desire to do so shall be given a period not to exceed three (3) minutes to address the School Board on each added agenda item. The Board shall delay deliberations on that agenda item until such time as all interested members of the public have had an opportunity to speak.

At the conclusion of all public input on each agenda item, the School Board shall deliberate the matter and take such action as it considers appropriate. There shall be no further public input allowed on each agenda item after the School Board has begun its deliberation of that item.

Copies of this procedure shall be available for distribution to the public during regular business hours and at meetings of the School Board and its committees.

REMOTE PARTICIPATION BY MEMBERS OF THE PUBLIC WITH DISABILITIES

The School Board shall allow any member of the public with a disability recognized by the *Americans with Disabilities Act,* or a designated caregiver of such a person, to participate in its meetings via teleconference or video conference if such person requests that accommodation prior to the meeting. Members of the public who desire to participate in this fashion, or their designated caretakers, shall certify that they meet the definition of a person with a disability recognized under the *Americans with Disabilities Act* when they submit prior to the meeting, their requests to comment on agenda items and shall comply with the same rules and regulations on speaking applicable to those participating in person at such meetings.

Revised: August 10, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 42:14, 42:15, 42:16; Board minutes, 8-10-23.

EXECUTIVE SESSIONS

The Claiborne Parish School Board shall be authorized to hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given in accordance with state law, of ***two-thirds of the members present***. The vote of each member on the question of holding an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

Such executive sessions shall be restricted only to matters allowed to be exempted from discussion at open meetings. No final or binding action shall be taken at such a closed meeting; nor shall such closed meetings be used as a subterfuge to defeat the statutory intent for conducting executive sessions.

Executive sessions shall be attended only by members of the School Board, the Superintendent, and any other persons designated by the School Board. All matters discussed in any closed meeting shall be regarded as confidential by all persons in attendance and shall not be divulged to the public.

Executive sessions may be held for the following reasons:

1. Discussion of the character, the professional competence, physical or mental health of a person, provided that such person is notified in writing at least twenty-four (24) hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time contained in the notice of the meeting at which such executive session is to take place, and that such person may require that such discussion be held at an open meeting. However, an executive session shall not be used for discussion of the appointment of a person to the School Board or, except as provided in La. Rev. Stat. Ann. §39:1593(C)(2)(c), for discussing the award of a public contract. In cases of extraordinary emergency, written notice to such person shall not be required; however, the School Board shall give such notice as it deems appropriate and circumstances permit.

2. Strategy sessions or negotiations with respect to collective bargaining or litigation, when an open meeting would have a detrimental effect on the bargaining or litigating position of the School Board. Attached to the written public notice of the meeting shall be whether or not such matters will be discussed in an executive session. The notice shall indicate the following:

   A statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting.

   A statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting.

In cases of extraordinary emergency, such notice shall not be required; however, the School Board shall give such notice of the meeting as it deems appropriate and circumstances permit.

3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices, including discussions concerning cybersecurity plans, financial security procedures, and assessment and implementation of any such plans or procedures.

4. Investigative proceedings regarding allegations of misconduct.

5. Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, suppression of insurrections, or the repelling of invasions, or other matters of similar magnitude.

6. Discussions between the School Board and individual students or the parents or tutors of such students, or both, who are within the jurisdiction of the respective school system, regarding problems of such students, their parents, or tutors. Such a discussion may be held in open meetings at the request of the student, parent or tutor.

7. Any other matters now provided for or as may be provided for by the Legislature.

Revised: October 6, 2011
Revised: November 6, 2014
Revised: September 7, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 42:12, 42:13, 42:14, 42:16, 42:17, 42:19, 42:24, 42:25, 42:28; Board minutes, 10-6-11, 11-6-14, 9-7-23.

SCHOOL BOARD POLICY

The Claiborne Parish School Board shall formulate policies to guide the action of those to whom it delegates authority. These guides shall constitute the policies governing the operation of the school district. They shall be recorded in writing and made a part of the official School Board ***Policy Manual***.

The formulation and adoption of School Board policies shall constitute the primary method by which the School Board shall exercise its leadership in the operation of the school district. When establishing School Board policies, the School Board shall prioritize student achievement, financial efficiency, and workforce development on a local, regional, and statewide basis. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the School Board shall exercise its control over the operation of the school district.

The policies of the School Board are meant to be interpreted in terms of Louisiana laws, rules and regulations of the Louisiana Board of Elementary and Secondary Education, and all other regulatory agencies within the local parish, state, and federal levels of government.

POLICY ADOPTION

For a policy to be adopted by the School Board, it must receive a *simple majority of School Board members present and voting*. A policy recommended to the School Board shall be introduced at one meeting and officially adopted at the next meeting, unless the School Board votes otherwise. This practice provides School Board members time to study the proposed policy and to give interested parties an opportunity to respond.

The formal adoption of School Board policies shall be recorded in the minutes of the School Board. The official minutes shall constitute the authority for any change made in the ***Policy Manual***.

The School Board is recognized as the legal body authorized to approve policies for the School District, and shall not delegate or relinquish that authority to another party or group. The School Board welcomes comments and suggestions on local policy matters, and will comply with all laws addressing proper involvement of other parties in the policy process.

POLICY REVIEW

The School Board shall periodically direct the systematic review of its policies. The Superintendent shall appropriately involve representative groups of administrators, teachers, supervisors, students, support personnel and lay citizens relative to policies affecting each group.

The School Board shall establish a *discipline policy review committee* in accordance with La. Rev. Stat. Ann. §17:416.8. The purpose of the discipline policy review committee shall be to review discipline policies of the School Board to assure consistency with state law, receive input into the effectiveness of established policy, and make recommendations to improve policy provisions, and to assist the School Board in the orderly operation of the school district. In particular, state law requires a policy review committee to review the School Board's student discipline policies annually to make recommendations for appropriate revisions.

A public hearing shall be held on the recommendations to improve policy revisions and to assist the School Board in the orderly operation of the school district before the School Board considers revising any of the discipline policies. State law also requires the administrators, teachers and parents of each public school to meet annually and develop or review the discipline regulations for their school and assure compliance with School Board policy and state law.

POLICY DISSEMINATION

The School Board shall direct the Superintendent to establish and maintain an orderly plan for disseminating School Board policies and administrative rules and regulations.

School Board policies and administrative rules and regulations shall be made accessible to all employees of the school district directly or indirectly affected by those policies. School Board policies and administrative rules and regulations shall also be made accessible to members of the School Board, students and members of the community served by the school district.

SUSPENSION OF POLICY

In accordance with Roberts Rules of Order, the operation of policy or section of policy not established by law or contract may be temporarily suspended by a *two-thirds vote of School Board members present and voting* at a regular or special meeting.

ADMINISTRATION IN ABSENCE OF POLICY

In cases where action must be taken within the school system where the School Board has no formalized policy statement, the Superintendent shall have the power to act. His or her decisions, however, shall be subject to review by action of the School Board at its regular meeting. It shall be the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy if in his or her best judgment, a need for such policy exists.

Revised: September 6, 2012 Revised: December 10, 2020

Ref: Constitution of Louisiana, Art. VI, Sec. 10; La. Rev. Stat. Ann. §§17:81, 17:416.8; Board minutes, 9-6-12, 12-10-20.

ADMINISTRATIVE REGULATIONS AND PROCEDURES

The Claiborne Parish School Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which schools will be operated. These detailed arrangements shall constitute the *administrative regulations and procedures* governing the schools and shall be designed to effectively implement the policies of the Board. They shall be defined in written form and organized by subject or date with adequate indexing for easy use. Formatting and distribution shall be so as to facilitate easy filing and proper use, and distribution shall include the members of the Board. The administrative regulations and procedures established by the Superintendent and staff shall not require Board approval, but shall in every respect be consistent with the policies of the Board.

The Board itself shall strive to formulate and adopt regulations only when specific state laws require Board adoption. But, the Board may also do so when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff responses.

INDIVIDUAL SCHOOL REGULATIONS

Each principal is authorized and instructed to prepare and promulgate such regulations as he/she may deem necessary for the proper administration of his/her school and to require compliance by all students enrolled or teachers and other school employees assigned to his/her school, all in supplementation of, but not inconsistent with, the policies and regulations of the School Board, the Superintendent, or the Louisiana Department of Education.

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

SCHOOL BOARD ETHICS

Recognizing that as a member of a publicSchool Board and that each School Board member is filling a position of public trust, responsibility, and authority endowed by the State of Louisiana, the Claiborne Parish School Board, individually and collectively, shall subscribe to the principles of the Louisiana School Boards Association, by which a School Board member should be guided.

In addition, certain actions of elected officials may be considered improper, and in some circumstances, illegal. Actions which may present a conflict of interest, acceptance of gifts, or solicitations, or gratuities, abuse of authority of office or position, and decisions regarding the employment of a family member of an official are all subject to statutory restrictions. The ethical conduct of School Board members, as well as other designated officials, shall be in accordance with state law.

All School Board members and employees shall be notified of any changes to the *School Board Ethics* policy, and shall attest annually through signature verification that they have read the *School Board Ethics* policy.

ETHICS EDUCATION AND TRAINING

All School Board members and employees shall be required to receive a minimum of one (1) hour of education and training on the *Louisiana Code of Governmental Ethics* annually. Education and training shall be provided by employees of the Louisiana Board of Ethics or others authorized to provide such training by the Louisiana Board of Ethics and shall be administered through seminars or via the Internet. Ethics violations are monitored through the site-based supervision with corrective action taken in accordance to the degree of the violation. Employees will be in-serviced on the policy in the annual in-service days provided with an employee signature to verify the communicated policy. This will be in addition to the mandatory certificates that are provided once the Code of Governmental Ethics course is completed online.

GIFTS

Acceptance of personal gifts by any School Board member or employee of the Claiborne Parish School Board from persons or firms doing business with the School Board, or any department or school thereof, is prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy provision. This policy provision does not preclude acceptance of food, drinks, or refreshment of a social nature or participation in a social event, provided the value of the food, drink, or refreshment does not exceed that amount permitted under state law. It also shall not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee or School Board member who is or becomes a candidate for election to any public office.

NEPOTISM

No member of the immediate family of an agency head shall be employed in his/her agency. No member of the immediate family of a member of a School Board or the Superintendent shall be employed by the School Board, with limited exception as outlined below.

The provisions above shall not prohibit the continued employment of any public employee nor shall it be construed to hinder, alter, or in any way affect normal promotional advancements for such public employee where a member of a public employee's immediate family becomes the agency head of such public employee's agency, provided that such public employee has been employed in the agency for a period of at least one year prior to the member of the public employee's immediate family becoming the agency head.

Exceptions

Any School Board member or Superintendent whose immediate family member is employed or who may be employed, as excepted below, shall recuse himself/herself from any decision involving the promotion or assignment of teaching or service location of such employee.

1. Any member of the immediate family of any School Board member or the Superintendent may be employed as a classroom teacher provided that such family member is *certified to* teach or is *temporarily authorized to teach while pursuing certification*.

2. For any School Board in a parish having a population of fewer than sixty thousand (60,000) according to the latest federal decennial census any member of the immediate family of any School Board member or of the Superintendent may be employed as a special education related services professional provided that such family member is licensed in an appropriate field for special education related services and such family member is the **only** applicant who meets the qualifications for the position who has applied for the position after it has been advertised for at least thirty days in the official journal of the School Board. A special education related services professional shall include the following when employed to provide special education services: a social worker, occupational therapist, physical therapist, speech therapist/pathologist, teacher of hearing impaired students, teacher of visually impaired students, or nurse.

3. Any immediate family member of a member of the School Board or the Superintendent who has been employed pursuant to paragraphs 1 or 2 above for at least one year may be promoted to an administrative position, provided that such family member has the appropriate qualifications and certifications for the promotional position. For the purposes of such promotions, the term *certifications* shall not include any temporary or provisional certification or certifications.

4. As long as the School Board's student enrollment population is less than four thousand nine hundred fifty (4,950), any member of the immediate family of any School Board member may be employed as a school electrician provided that such family member has at least twenty (20) years of experience as an electrician.

5. As long as the Parish of Claiborne has a population of twenty-five thousand five hundred (25,500) persons or less according to the most recent federal decennial census, any member of the immediate family of any School Board member or the Superintendent may be employed as a school counselor provided that such family member is *certified as a school counselor* and that such family member is the **only** applicant who meets the qualifications for the position set by the School Board who has applied for the position after it has been *advertised for at least thirty (30) days* in the official journal of the parish and in all newspapers of general circulation in the parish.

6. An immediate family member of an athletic director of a school may be employed as a coach at such school.

7. Any member of the immediate family of any School Board member or of the Superintendent may be employed as a school bus operator provided that such family member is certified as a school bus operator.

ABUSE OF OFFICE

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself/herself, any other public servant, or other person with any thing of economic value.

No School Board member, Superintendent, or employee shall use the authority of his/her office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to engage in political activity.

No School Board member shall act in an individual capacity to use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel or coerce any personnel decision, including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

No School Board member shall use the authority of his/her office or position as a member of the School Board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

TRANSACTIONS AFTER TERMINATION OF PUBLIC SERVICE

No former agency head or elected official shall, for a period of two (2) years following the termination of his/her public service as the head of such agency or as an elected public official serving in such agency, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction, involving that agency or render any service on a contractual basis to or for the School Board.

No former member of the School Board shall, for a period of two (2) years following the termination of his/her public service on such School Board, contract with, be employed in any capacity by, or be appointed to any position by the School Board, except that the School Board may employ a former member for any classroom teaching position which requires a valid Louisiana teaching certificate or a school psychologist with a valid certificate in school psychology, provided the former School Board member holds such a certificate.

No former School Board employee shall, for a period of two (2) years following the termination of his/her employment, assist another person, for compensation, in a transaction, or in an appearance in connection with a transaction in which such former public employee participated at any time during his/her public employment and involving the School Board by which he/she was formerly employed, or for a period of two (2) such years following termination of his/her employment, render any service which such former public employee has rendered to the School Board during the term of his/her public employment on a contractual basis, regardless of the parties to the contract, to, for, or on behalf of the School Board with which he/she was formerly employed.

FEDERAL GUIDELINES: CONFLICT OF INTEREST

In addition to other ethics provisions, in receiving federal funds the School Board shall ensure compliance with federal guidelines covering conflict of interest and governing the actions of officers and employees engaged in the selection, award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict may arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in, or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the School Board shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to contracts.

Employees and volunteers shall be required to report any actual, possible, or perceived conflict of interest which they or others have, or may have, to their immediate supervisor as soon as they become aware of the conflict. A School Board member shall report the perceived conflict of interest to the Superintendent and School Board attorney.

Anyone who engages in activities that violate these provisions, including failure to disclose a conflict of interest, may be subject to disciplinary action up to and including

termination of employment, and/or other appropriate sanctions.

DEFINITIONS

Agency means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity. For public servants of political subdivisions, it shall mean the agency in which the public servant serves, except that for members of any governing authority and for the elected or appointed chief executive of a governmental entity, it shall mean the governmental entity.

Agency head means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.

Immediate family as the term relates to a public servant means his/her children, the spouses of his/her children, his/her brothers and their spouses, his/her sisters and their spouses, his/her parents, his/her spouse, and the parents of his/her spouse.

Public servant means a public employee or an elected official.

Revised: December, 2008
Revised: November, 2010
Revised: October 6, 2011
Revised: August 9, 2012
Revised: February 11, 2016
Revised: January 5, 2017
Revised: August, 2021
Revised: July, 2022
Revised: April 11, 2024

Ref: 2 CFR 200.318 (*General Procurement Standards*); La. Rev. Stat. Ann. §§17:81, 17:428, 42:1101, 42:1102, 42:1112, 42:1115, 42:1115.1, 42:1116, 42:1119, 42:1120, 42:1121, 42:1123, 42:1170; Board minutes, 2-5-09, 10-6-11, 8-9-12, 2-11-16, 1-5-17, 4-11-24.

CODE OF CONDUCT FOR LOUSIANA SCHOOL BOARD MEMBERS

As a member of the School Board I will endeavor to meet and adhere to the following Louisiana School Board Association (LSBA) Code of Conduct:

- Represent the constituents, parents and students of the district which I serve, while remembering that my overarching concern must be the educational welfare of all of the students of the District.

- Respect and uphold the laws and Constitution of the United States, the State of Louisiana, and the policies adopted by the School Board.

- Respect and treat with professionalism and courtesy my fellow School Board members, the Superintendent, staff, educators, parents and students of the District.

- Maintain decorum and professionalism in my communications with and about my fellow School Board members, the Superintendent, staff, educators, parents and students of the District, no matter the forum.

- Recognize that my authority is that of a member of the School Board, acting through the process of the School Board, and that I do not have, nor will I attempt to exert, any authority, as an individual, over the Superintendent, staff, educators, parents, or students of the District.

- Respect and adhere to the decisions of the School Board, while retaining the right to respectfully seek reconsideration of decisions with which I, individually, disagree.

- Guide and direct the concerns, complaints and questions of constituents, parents and students to the Superintendent for consideration and action, in accordance with School Board policy.

- Conduct my personal and professional life in a manner befitting an elected representative of the people and In accordance with the laws of the United States and State of Louisiana.

- Refrain from using the position as an elected School Board member to pursue personal financial gain or aggrandizement.

- Make a concerted effort to attend the meetings of the School Board to which I am called and be prepared to discuss and deliberate on the matters that are scheduled to be before me.

- Respect and maintain the confidentiality of Information to which I may become privy, in accordance with State and Federal laws and the fiduciary obligation that I owe to the District.

- Affiliate with the Louisiana School Boards Association and avail myself of the continuing education opportunities offered thereby toward meeting my obligations for annual continuing education as provided by law.

Adopted: January 5, 2017

Ref: Board minutes, 1-5-17.

SCHOOL SUPERINTENDENT

The Claiborne Parish School Board shall delegate to the Superintendent the authority and responsibility for the efficient administration of the school system. The Superintendent shall perform his/her administrative functions in accord with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent shall be the chief executive officer and educational advisor of the Claiborne Parish School Board and shall discharge his/her duties as prescribed by the Constitution and statutes of the State of Louisiana, as well as Board policies. The Superintendent shall also be the Secretary and Treasurer of the School Board.

While retaining ultimate responsibility, the Superintendent shall be authorized to delegate certain duties to other members of his/her administrative staff. This shall include, as appropriate, any administrative or supervisor employee.

The School Board shall appoint the Superintendent for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the membership of the Board electing the Superintendent. The salary, vacation, and other benefits of the Superintendent shall be determined by the Board upon his/her appointment. The Superintendent need not reside in the Claiborne Parish School District.

OFFICE OF SUPERINTENDENT

The Superintendent shall maintain his/her office in the School Board office and shall keep his/her office open during the regular business hours, five (5) days a week, Monday through Friday, except on designated holidays and modified summer hours, to receive the reports of teachers and others and to transact the business required of him/her, except during the time he/she is visiting schools or attending to his/her duties elsewhere.

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 17:90.

SUPERINTENDENT QUALIFICATIONS

The Claiborne Parish School Board shall elect a Superintendent for the school system who has met or has been certified as meeting the requirements for superintendency certification as set by the Louisiana Board of Elementary and Secondary Education (BESE). Additional qualifications may be stipulated by the Board.

MINIMUM QUALIFICATIONS

The certification endorsement required to serve as a school system Superintendent or Assistant Superintendent is the *Louisiana Education Leader Certificate Level 3 (Superintendent)*, which is valid for five (5) years and is renewable every five (5) years, based upon successful completion and verification of required learning units.

1. Eligibility Requirements

    a. Valid *Louisiana Level 2 Educational Leader Certificate* or one of the Louisiana administrative/supervisory certifications that preceded the 2006 Educational Leadership Certification structure;

    b. Five (5) years of teaching experience in his/her area of certification;

    c. Five (5) years of successful administrative or management experience in education at the level of assistant principal or above. The assistant principal experience would be limited to a maximum of two (2) years of experience in that position; and

    d. Passing score on the *School Superintendent Assessment* (SSA), in keeping with state requirements.

2. Renewal Requirements: For purposes of maintaining a valid endorsement, holders of an *Educational Leader Level 3* endorsement are required to complete 150 continuing learning units of professional development consistent with the Individual Professional Growth Plan (IPGP) over a five (5) year time period. The starting date of the five (5) year cycle depends on the type of teaching certificate that the individual holds.

    a. If an individual holds a *Louisiana Professional Teaching Certificate Level 3*, then the renewal date is tied to the renewal date on the professional teaching certificate.

    b. If an individual does not hold a *Louisiana Professional Teaching Certificate Level 3*, but does hold an *Educational Leader Level 2*

endorsement, then the renewal date is tied to the renewal data that is in use for the previous Educational Leader endorsement.

c. If an individual holds neither a *Louisiana Professional Teaching Certificate Level 3*, nor an *Educational Leader Level 2* endorsement, then the renewal time period begins with the date of issue of the *Educational Leader Level 3* endorsement.

Applicants for the position of Superintendent shall be required to provide assurance that certification for the position is current and valid.

Ref: La. Rev. Stat. Ann. ''17:7.1, 17:54; *Louisiana Standards for State Certification of*

School Personnel, Bulletin 746, Louisiana Department of Education.

RECRUITMENT OF SUPERINTENDENT

When an opening in the Superintendency occurs, the Claiborne Parish School Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties of the Superintendent.

The School Board shall advertise and solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Louisiana and in neighboring states with other educational placement agencies at its discretion. Prior to filling a vacancy, the School Board, at a minimum, shall publish a notice of the vacancy together with a request for the submission of applications to fill the position of Superintendent in accordance with all of the following:

a) On two (2) separate days at least one week apart in the official journal of the School Board.

b) Once in a daily newspaper published in the metropolitan area in the state having a population in excess of one hundred thousand persons that is nearest to the School Board offices, if such newspaper is not the official journal of the School Board.

All publication requirements stated above shall be completed at least thirty (30) days prior to action by the School Board to fill the position of Superintendent.

When filling a vacancy of the Superintendent, the School Board or any agent acting on behalf of the School Board shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent statutory provisions. Nothing, however, shall prohibit oral contact prior to a person becoming an applicant or shall prohibit oral contact which may result in a written application or other documents.

DISCLOSURE OF APPLICANT'S RECORDS

The name of each applicant for Superintendent, the qualifications of each applicant, and any relevant employment history or experience of each applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the statutory provisions governing public records.

Ref: La. Rev. Stat. Ann. ''17:54, 17:81, 23:291, 44:12.1, 44:31, 44:31.1, 44:32, 44:33,

44:34.

EMPLOYMENT OF SUPERINTENDENT

The Claiborne Parish School Board shall employ the Superintendent pursuant to a written contract for a period not to exceed four (4) years, which period, however, may extend no longer than two (2) years after the expiration of the term of office of the members of the School Board electing the Superintendent. The election of the Superintendent shall require a favorable vote of a *majority of the entire membership of the School Board*.

Such contract shall provide that the Superintendent is subject to a performance evaluation by the School Board in accordance with La. Rev. Stat. Ann. §17:54. Such contract shall also provide for specific performance objectives/performance targets as required by La. Rev. Stat. Ann. §17:54. In case of a discrepancy between the contract and any policy, the contract provisions shall prevail.

The School Board shall submit to the State Superintendent of Education a copy of any executed, negotiated, or renegotiated employment contract with the Superintendent.

The Superintendent may choose not to enter into a subsequent contract and may either terminate his/her employment or, if he/she has acquired permanent status as a teacher, resume employment as a teacher.

The School Board shall negotiate and offer the Superintendent a new contract at the expiration of each existing contract unless a *majority of the School Board membership* votes at least ninety (90) days prior to the termination of the existing contract against offering a new contract. For new or extended contracts entered into after July 1, 2012, the School Board shall notify the Superintendent of termination of his/her contract not less than thirty (30) days prior to contract termination.

If the Superintendent is found incompetent, unworthy, or inefficient, or is found to have failed to fulfill the terms and performance objectives of his/her contract or to comply with School Board policy, then the Superintendent shall be removed from office prior to the expiration of his/her contract by the concurring vote of at least ***two-thirds (⅔) of the membership of the entire School Board*** at any regular or special meeting after due notice. Before the Superintendent can be removed during the contract period, he/she shall have the right to written charges and a fair hearing before the School Board after written notice.

The School Board may place the Superintendent on paid administrative leave prior to the expiration of his/her contract:

1. For the purpose of investigating cause for termination.

2. Without cause during the final three (3) months of the term of his/her contract when the School Board has voted not to extend a new contract offer.

3. At a time as agreed by the Superintendent.

4. At a time as provided for in his/her contract.

Paid administrative leave shall be subject to the following:

1. Approval of a *majority of the membership of the School Board*.

2. A three (3) month time limit within a six (6) month period.

3. All compensation afforded under the terms of the existing contract.

The School Board shall notify the State Superintendent of Education any time it terminates or fails to renew its employment contract with the Superintendent, along with the reasons therefor.

INTERIM SUPERINTENDENT

The School Board may, by a *majority vote of its membership*, select a person to serve as the interim Superintendent in the event of the death, resignation, or termination of the Superintendent or his/her being placed on paid administrative leave in accordance with this policy.

An interim Superintendent shall have the same authority as a Superintendent. If at any point in the final three (3) months of a Superintendent's contract he/she has been placed on notice that the School Board has voted not to offer him/her a new contract and an interim Superintendent has been selected in accordance with State law, the authority delegated to the Superintendent by the School Board for hiring and placement of all school personnel shall extend to the interim Superintendent without action of the School Board.

The election of an interim Superintendent is not subject to the School Board's policy applicable to the process of selection or employment of a Superintendent or to the requirement or content of a contract.

The School Board shall not employ an interim Superintendent for longer than six (6) months in any given twelve (12) month period unless the appointment is made during the final year of the term of the majority of members.

Revised: October 6, 2011
Revised: August 9, 2012
Revised: December 10, 2020
Revised: March 6, 2025

Ref: La. Rev. Stat. Ann. §17:54; Board minutes, 10-6-11, 8-9-12, 12-10-20, 3-6-25.

EVALUATION OF THE SUPERINTENDENT

The Claiborne Parish School Board believes that student growth, district progress and community satisfaction are all affected by Superintendent's job performance. The Superintendent cannot function effectively without periodic feedback about his/her job performance. Therefore, the Board recognizes its responsibility to evaluate the Superintendent in a confidential manner. The Board shall evaluate the Superintendent in an open or closed session, based upon the desires of the Superintendent, according to standards agreed upon by both parties. The intent of the evaluation is to provide the highest quality leadership for the school system.

The Superintendent shall be evaluated annually to document performance. The evaluation shall include the Superintendent's strengths and weaknesses relative to the performance objectives/specific targets outlined in the Superintendent's contract.

Revised: August 9, 2012

Ref: La. Rev. Stat. Ann. §§17:54, 17:81, 17:3881, 17:3882, 17:3883, 17:3884; Board minutes, 8-9-12.

LINE AND STAFF RELATIONS

All personnel shall refer matters requiring administrative action to the supervisor (Superintendent, principal, other supervisor) immediately in charge of the area. Supervisors shall refer such matters to the next higher authority when necessary.

All personnel shall have the right to appeal any decision made by a supervisor, through approved grievance procedures. Within the broad framework of Board policy, other certified administrative personnel shall assist the person in charge as assigned.

All certified administrative personnel shall keep the person they are immediately responsible to informed of their activities.

The following principles form the basis for the efficient administration of the school system.

1. The School Board is the policy-forming body of the district. This body sets the general policy which conforms to the laws of the State of Louisiana and regulations of the Louisiana Board of Elementary and Secondary Education (BESE).

2. The Superintendent has the responsibility of enforcing the policies of the Board; interpreting the laws of the State and the regulations of the Louisiana Board of Elementary and Secondary Education (BESE). The administration of all facets of operation of the schools is his/her responsibility.

   The Superintendent is the instructional leader and chief executive officer of the school district, and professional advisor to the Board. As such, he/she has primary responsibility for personnel actions in the district as may be outlined in state law or Board policy.

   The Board's legal advisor, auditor, and other appointed professionals, e.g. architect and consultant, shall be responsible to the Board. This does not preclude coordination of assigned tasks with the professional staff.

3. Each school principal has the responsibility for the hiring or placement of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent. The principal also has responsibility for supervising and directing operations at that school.

4. Teachers are obligated to abide by the rules, regulations, and are responsible for seeing that they are carried out, by performing their

classroom duties as well as extra duties to the best of their abilities.

5. Non-professional personnel are responsible to the immediate supervisor.

Revised: September 6, 2012

Ref: La. Rev. Stat. Ann. '17:81; Board minutes, 10-6-69, 9-6-12.

SCHOOL PRINCIPALS/BUILDING ADMINISTRATORS

The principal, as agent for the Claiborne Parish School Board in overseeing the affairs of the school of which he/she has been placed in charge, shall be responsible for the organization, administration, and the supervision of the school, and in turn he/she shall be responsible to the Superintendent. The Superintendent shall delegate to the principal all decisions regarding the hiring and placement of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The principal is the educational leader of the school. He/she should be alert to opportunities to improve the instructional program, to foster the professional growth among teachers and employees, to work for the best interest of the students and faculty, and to maintain good relations with the school's community. The Board considers supervision one of the most important duties of the principal. The principal shall be responsible for evaluating the efficiency of all school personnel, and making recommendations to the Superintendent for tenure, transfers, promotions, or dismissals.

The principal shall be responsible for the disciplining of students in accordance with statutory provisions and Board directives. In discipline cases where discretion is authorized, the principal shall exercise his/her best judgment so as to protect the educational integrity of the school and educational environment. In addition, principals, and teachers, shall be expected to take reasonable precautions and care to promote the safety and well-being of all students and employees, and the security of all facilities.

The principal, at the request of a teacher, shall be required to investigate and resolve situations in which the teacher reasonably believes that an imminent danger exists of hazards that cause or may likely cause serious injury or death of the teacher or teachers.

The principal shall be required to attend principals' meetings called by the Superintendent.

Revised: August 9, 2012

Ref: La. Rev. Stat. Ann. ''17:81, 17:416, 17:416.9; Board minutes, 8-9-12.

ADMINISTRATIVE RECORDS

School district records are public records and are available for inspection by any person at reasonable times during normal business hours. However, certain school documents, such as but not limited to pupil school health records, pupil report cards, supervisory reports on teachers, budget worksheets, and personnel folders are considered *confidential information* and therefore, exempt from public records statutes. Access to or release of privileged information such as pupil or personnel records, shall be governed by appropriate regulations and procedures.

The Superintendent or his/her designee shall be designated as the official custodian of records for the Claiborne Parish School Board. Maintenance of all records shall include proper procedures to protect the safety, security, and confidentiality of records. Official records of the school district shall not leave the school or district premises except for official school business.

Any person may request in writing, a time to see such public records at a mutual, agreeable time with the office of the Superintendent and such time and place will be mutually stipulated during normal working hours. Any request to view records shall clearly state the specific records desired.

Notwithstanding any other provision of law or rule or regulation to the contrary, a School Board member and any other person authorized pursuant to written policy of the School Board shall have the right to examine any or all records of the school system except school employee records relative to evaluations, observations, formal complaints, and grievances. However, the School Board, upon *majority vote of the total Board membership*, shall have the right to examine any or all records of the school system.

EMPLOYEES' SOCIAL SECURITY NUMBERS

Except as required by applicable law, regulation, or policy of the Louisiana Board of Elementary and Secondary Education (BESE), the School Board shall not use the social security number of a teacher or school employee as a means of identification for such teacher or employee. The teacher or employee shall not be required to include or provide his/her social security number on any form or other written document unless:

1. A social security number is required by any applicable law, regulation or policy of BESE; or

2. The form or written document is required for employment, retirement, application for leave or an individualized education plan.

The School Board or any school official or employee shall not provide access to any form or document on which the social security number of a teacher or school employee appears to any person other than the following:

1. Any official or employee of the school at which the teacher or school employee works, the School Board, or the Louisiana Department of Education, when such access is necessary for the performance of the duties and responsibilities of the official or employee.

2. Any person authorized to have such access by the teacher or school employee.

PRESERVATION OF RECORDS

All persons and public bodies having custody or control of any public record, other than permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the state archivist and director of the division of archives, records management, and history of the Louisiana Secretary of State. In all instances in which a formal retention schedule has not been executed, such public records shall be preserved and maintained for a period of at least three (3) years from the date on which the public record was made. However, when copies of an original record exist, the original alone shall be kept; when only duplicate copies of a record exist, only one copy of the duplicate copies shall be required to be kept. When an appropriate form of the microphotographic process has been utilized to record, file, and otherwise preserve such public records, with microforms produced in compliance with statutory provisions, the microforms shall be deemed originals in themselves, and disposition of original documents which have been microphotographically preserved and of duplicates and other copies thereof shall proceed in accordance with state law.

All existing records or records hereafter accumulated by the School Board, which participates in federal programs or receive federal grants, may be destroyed after three (3) years from the date on which the records were made in those cases where this provision is not superseded by guidelines for the operative federal program or grant requiring longer retention periods for the records in question, provided that these records shall not be destroyed in any case where litigation with reference thereto is pending, or until the appropriate state or federal audits have been conducted.

DUPLICATION OF RECORDS

Copies of school district records may be requested at any time. The School Board shall require any person making the request to reimburse the School Board for the actual fees and costs incurred prior to providing any document, record, or item, unless the person is exempted from providing reimbursement. Duplication of records classified as *confidential information* shall not be permitted.

Persons making requests for duplication of records shall be encouraged to submit such requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be copied. Questions regarding the appropriateness of having certain pieces of information duplicated shall be

referred to the Superintendent and/or his/her designees for determination, and if necessary, to the School Board's attorney.

Costs associated with duplication of records shall include not only charges for copying, but also staff time involved in locating, retrieving, and duplicating, as well as any other costs or special service charge that may be incurred in the process of duplication. Costs for duplicating records shall be paid in advance, whenever possible. A schedule of fees used to calculate costs associated with duplication of records shall be set by the School Board, and posted where it can be readily accessed by the public.

DISPOSAL OF RECORDS

Records that have met their retention periods may be disposed of. Before disposal, the Superintendent or his/her designee shall ascertain if any of the records scheduled for disposal requires further retention or are required for pending or on-going litigation. The Superintendent or designee shall consult with the School Board's attorney to determine if there are any legal holds on records that are involved in state or federal investigations and/or litigation and that would require the records to be retained for a longer duration.

Once disposal has been determined, the School Board shall dispose of records in a manner acceptable to the level of confidentiality the record requires.

The Superintendent or his/her designee shall develop and maintain regulations and procedures for the management of electronic records, such as e-mail, software, and microfilm, to include the retention, access, and disposition requirements.

Revised: January 11, 2024

Ref: La. Rev. Stat. Ann. §§13:5112.1, 17:81, 17:93, 17:196, 17:230, 17:232, 17:415, 17:440, 44:1, 44:4, 44:31, 44:32, 44:36; Board minutes, 1-11-24.

SCHOOL REPORTS

Statistical information often has a time value. Delayed reports place an inconvenience and burden upon others who must use the information and may in some instances result in a financial loss to the district.

Each principal, director, supervisor, or other administrator shall give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and shall make accurate and prompt return on scheduled dates of all statistical and other information required in order to assure such reports are submitted in time to satisfy date requirements.

Ref: La. Rev. Stat. Ann. ''17:92, 17:93.

ANNUAL OPERATING BUDGET

The Claiborne Parish School Board shall approve an annual budget for the general fund and each special revenue fund for the fiscal year July 1 to June 30, no later than September fifteenth of each year. The School Board shall submit a copy of its adopted budget to the State Superintendent no later than September thirtieth of each year, as well as a general summary of the adopted budget. The summary shall include projected revenues, expenditures, and beginning and ending fund balances. In addition, no later than September 30th of each year, the School Board shall post the most recent budget and general summary on its website.

It shall be the responsibility of the Superintendent and designated members of his/her staff to prepare the operating budgets for submission to the School Board. The budgets shall be prepared on forms in accordance with such rules and regulations as may be prescribed by statutes and by the State Superintendent of Education. Said budgets shall be submitted to the School Board for the purposes of revision and approval prior to submission to the State Superintendent.

The School Board shall cause to be published a notice in the official journal stating that the proposed budget is available for public inspection no later than fifteen (15) days prior to the date for budget adoption. The notice shall also state that a public hearing on the proposed budget shall be held specifying the date, time and place of the hearing. The proposed budget shall not be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal. The notice shall be published at least ten (10) days prior to the date of the first public hearing and may be published in the same advertisement as the notice of availability of the proposed budget and the public hearing.

The School Board shall certify completion of all action required by publishing a notice in the same manner as provided above.

No budget shall be approved where expenditures exceed the expected means of financing. The budget shall be reviewed periodically and such financial reports as the School Board directs shall be prepared and presented to the School Board by the Superintendent.

DAILY OPERATIONS

The adoption of the original budget and the adoption of all subsequent amendments by the School Board constitute the authority of the Superintendent and administrators of the School Board to incur liabilities and authorize expenditures from the respective budgeted funds during the fiscal year. The Superintendent and the Business Manager have the authority to enter into routine and necessary contracts or agreements to carry out the general business operations of the School Board.

Revised: October 5, 2023

Ref: La. Rev. Stat. Ann. §§17:88, 17:89, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314, 39:1315; Board minutes, 10-5-23.

BUDGET PLANNING AND PREPARATION

The Claiborne Parish School Board shall cause to be prepared a comprehensive budget presenting a complete financial plan for the ensuing fiscal year. The revenues shall be those normally expected from constitutional, statutory, and regular sources and shall not include probable revenues that may arise from doubtful or contingent sources.

The President and Superintendent, as treasurer, or any member of the School Board, or any person who signs, executes, causes, authorizes, or contributes in any manner to the borrowing of money in excess of the amount properly budgeted, for current operation, or beyond the limits and conditions herein prescribed, shall be fined not less than two hundred fifty dollars, nor more than one thousand dollars, and shall be removed from office in the manner prescribed by the constitution and the laws of the state.

PRESENTATION OF BUDGET DOCUMENT

The revenues and expenditures in the budget shall be listed and classified in such manner and substance as shall be prescribed by the State Superintendent of Education, and shall detail as nearly as possible the several items of expected revenues and expenditures, the total of which shall not exceed the expected means of financing, composed of the beginning fund balance, cash balances, and revenues. If during the course of the fiscal year it becomes evident that revenues or expenditures will vary substantially from those budgeted, then the School Board shall prepare and adopt an amended budget.

A budget proposed for consideration by the School Board shall be accompanied by a proposed budget adoption instrument which shall be necessary to adopt and implement the budget document. The adoption instrument shall define the authority of the Superintendent and administrative officers of the School Board to make changes within various budget classifications without approval by the School Board as well as those powers reserved solely to the Board. The budget document shall at least include the following:

A. Basis of Budgeting - Budgets shall be prepared on the same basis of accounting as that used in the financial statements and as stated in standard *Generally Accepted Accounting Procedures*.

B. Organization of the Budget - The accounts of the Board shall be organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with separate sets of self balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

C. Funds Budgeted - Activities of the General Fund and the Special Revenue Fund shall be presented to the Board for adoption annually. Formal adoption of any Debt Service and Capital Projects funds are not required but shall be included in the operating budget for informational purposes.

D. Budget Format - The presentation of the budget shall include fund balances, revenues, expenditures and other financing sources/uses. Revenues shall be budgeted by source and expenditure by function as defined by the Louisiana Board of Elementary and Secondary Education (BESE). The format shall also include the presentation of actual data from the prior fiscal year, budget data for the current fiscal year and budget data for the proposed budget year.

E. Budget Adoption Instrument - The operating budget shall be accompanied by a proposed budget adoption resolution.

F. Balanced Budget - The total budgeted expenditures shall not exceed the total estimated funds available within each fund.

G. Budget Message - A budget message shall be prepared and signed by the Superintendent that articulates priorities and issues for the budget for the newyear. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes.

STAFF INVOLVEMENT IN THE PREPARATION OF THE BUDGET

The Superintendent or his/her designee shall assign various budgetary areas to members of the administrative staff. Each staff member who is assigned a budget area shall recommend what items are placed in his/her area of the budget, and shall also be held responsible for seeing that expenditures in those areas stay within budget boundaries. Should any administrative staff member encounter problems in any budget area after the budget has been adopted by the Claiborne Parish School Board, the Superintendent or his/her designee shall be promptly notified in order that adjustments might be made according to Board policy.

PUBLIC INVOLVEMENT IN THE BUDGET

Upon completion of the proposed budget and its submission to the Board, the Superintendent shall publish a notice in the newspaper stating that the proposed budget is available for public inspection. The notice shall also state that a public hearing on the proposed budget shall be held with the date, time and place of the hearing specified in the notice. The guidelines following public involvement shall apply as follows:

A. Public Inspection of the Proposed Budget - The proposed budget document shall be made available for public inspection at least fifteen (15)

days prior to the date of the public hearing. Also, it shall be made available to the public at the School Board office during regular office hours Monday through Friday, excluding holidays.

B. Public Hearing on the Proposed Budget - The Claiborne Parish School Board shall conduct at least one public hearing prior to the adoption of the proposed budget. Anyone interested in participating in the public hearing can speak directly to the Board at that time.

ADOPTION PROCEDURES

All action necessary to adopt or revise the budget shall be taken in open meeting requiring a *simple majority of the Board* voting in favor of the proposed resolution and/or revisions for adoption or any revision. The adoption procedures shall also include the following:

A. Review by Committee - The annual operating budget and any revisions to the budget shall be sent to the Finance Committee or appropriate committee of the Board for review and/or alterations.

B. Retention of Certified Copies - The Superintendent or his/her designee shall retain and file certified copies of the adopted budget, budget adoption resolution, duly authorized budget revisions or amendments, and other necessary information related to the budget.

Ref: La. Rev. Stat. Ann. ''17:88, 17:89, 39:1304.

PERIODIC BUDGET RECONCILIATION

The Claiborne Parish School Board authorizes the Superintendent to reconcile and/or to recommend changes in the budget during the fiscal year, provided the schools are operated for the minimum term according to the rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE). Such changes shall be subject to the approval of the Board, and in no event shall a budget amendment be adopted proposing expenditures which exceed the total estimated funds available for the fiscal year.

Each administrative position charged with budget authority shall be responsible for the periodic review and analysis of assigned budgets. Should any adjustments or corrections to any budgetary line item become necessary, such change should be brought to the attention of appropriate finance personnel. Any change shall require approval of the Superintendent or his/her designee.

Ref: La. Rev. Stat. Ann. ''17:88, 17:89, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313,

39:1314, 39:1315.

BUDGETARY ITEM TRANSFER AUTHORITY

The Claiborne Parish School Board, Superintendent and his/her staff shall continually evaluate the school district's budget and maintain required records which support entitlement and disposition of public funds. Line items in the budget may be changed, with Board approval, at any time during the fiscal year, provided such change is consistent with existing laws and regulations of the State of Louisiana. Any request for modification of a budgetary line item shall be approved by appropriate supervisory personnel and submitted to the Superintendent for consideration.

The Superintendent, as secretary-treasurer of the School Board, shall be authorized and in his/her sole discretion, to make such changes within the various budget classifications as he/she may deem necessary provided that any reallocation of funds affecting in excess of five percent (5%) of the projected revenue collections shall be approved in advance by action of the School Board. The Superintendent shall be directed to advise the School Board in writing when:

1. Revenue collections plus projected revenue collections for the remainder of the year, within a fund, are failing to meet estimated annual budgeted revenues by five percent (5%) or more;

2. Actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding the estimated budgeted expenditures by five percent (5%) or more; or

3. The actual beginning fund balance, within a fund, fails to meet the estimated beginning fund balance by five percent (5%) or more, and the fund balance is being used to fund current year expenditures.

Ref: La. Rev. Stat. Ann. ''39:1301, 39:1302, 39:1303, 39:1304, 39:1310.

DEBT LIMITATION

The Claiborne Parish School Board may, as authorized by the Constitution and laws of the State, borrow money, incur debt, issue bonds, levy taxes, or pledge uncollected taxes or revenues, with the approval of the electorate and the consent of the State Bond Commission. Before incurring any form of debt whatsoever, the School Board is required by law to obtain the consent and approval of the State Bond Commission. The School Board may incur debt and issue bonds for the purposes of acquiring and/or improving lands, purchasing, erecting and/or improving school buildings, and/or for other purposes allowed by state law which, including the existing bonded debt of the School Board for all bonded purposes, may not exceed fifty per centum (50%) of the assessed valuation of all taxable property of the school district as ascertained by the last assessment for the district.

Notification to the State Bond Commission shall be required by the School Board whenever the transfer of funds authorizing indebtedness or payment on outstanding indebtedness has not been made in a timely manner.

RECORDKEEPING

The School Board shall continuously maintain:

1. A list of all Louisiana municipal securities for which the School Board is the issuer or is obligated to repay;

2. A copy of all continuing disclosure agreements relating to the securities to which the School Board is a party;

3. If, pursuant to a continuing disclosure agreement in which the School Board is a party, the School Board shall be responsible for filing notices of changes in bond ratings, a list of current ratings for such securities, if any.

All records required to be kept by the School Board under state law shall be subject to inspection by the legislative auditor and/or the School Board's auditor.

Municipal securities shall mean bonds, notes, certificates, or other written obligations for the repayment of borrowed money, including obligations to refund any security, which are issued by the School Board.

Revised: December, 2008
Revised: January 8, 2015

Ref: La. Rev. Stat. Ann. §§17:89, 17:1371, 18:1281, 18:1282, 18:1283, 18:1284, 18:1293, 39:471, 39:554, 39:562, 39:821, 39:1410.60, 39:1421, 39:1438; Board minutes, 2-5-09, 1-8-15.

SHORT TERM NOTES

The Claiborne Parish School Board, in accordance with state law, shall have the authority during any fiscal year, upon recommendation of the Superintendent, to borrow money in anticipation of current revenues for that fiscal year and to pledge the current revenues for said fiscal year for the payment of such loan or loans if funds on hand are not sufficient to meet current expenses. The amount of borrowed funds shall not exceed one-half of the anticipated revenue and such loans shall be due and payable not later than the close of the current fiscal year. All such loans shall be approved by the Board prior to negotiation and execution of the loan.

CERTIFICATE OF INDEBTEDNESS

The School Board may issue certificates of indebtedness covering that portion of the cost of public improvements, or the payment of other obligations, benefits, and/or services, which are to be borne or to be paid by the Board under contracts payable out of the revenues of subsequent years. Such certificates shall mature over a period not exceeding ten years from the date of such certificates, with limited exceptions permitted by state statutes, with an interest rate not to exceed eight percent (8%), unless a higher rate is approved by the State Bond Commission. Before any certificate of indebtedness can be issued, the School Board must certify to the State Bond Commission the purpose and need for any such certificates.

All notes or other evidence of indebtedness of the Board, unless specified otherwise by law, shall be signed by the President and the Superintendent and shall be limited as prescribed by law.

Ref: La. Rev. Stat. Ann. ''17:88, 17:89, 17:98, 33:2923, 33:2923.1, 39:1410.60,

39:1425.

LOCAL TAX REVENUES

The Claiborne Parish School Board shall annually adopt a resolution by June 1, levying such school taxes as may be authorized by the Constitution, the laws of the State of Louisiana and the voters of the parish or district, including taxes to meet the principal and interest on outstanding bonds, and shall forward such resolution to the assessor of Claiborne Parish.

Special tax elections shall be called for the electors of the parish to vote on renewal of existing taxes and/or for additional tax millage for school purposes as provided by state law.

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 results of the election. The results shall be promulgated by one publication in the official journal of the Board.

Ref: Constitution of Louisiana, Art VI, Sec. 29, 32; Art. VIII, Sec. 13(c); La. Rev. Stat. Ann. §§17:98, 17:1373, 33:2737, 47:1705.

STATE REVENUES

The Claiborne Parish School Board receives state funds as an appropriation by the state legislature in accordance with the latest *Minimum Foundation Program* formula approved by the Louisiana Board of Elementary and Secondary Education. The Louisiana Department of Education shall transmit to the School Board no later than the 25th of each month one-twelfth of the amount payable under the formula, unless the Louisiana Department of Education notifies the School Board of a change in the schedule.

Ref: Constitution of Louisiana, Art. VIII, Sec. 13; La. Rev. Stat. Ann. ''17:25, 17:25.1,

17:89.1.

TAX AND BOND ELECTIONS AND SALES

TAX AND BOND ELECTIONS

The Claiborne Parish School Board may 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. 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 propose, increase, or renew any ad valorem property tax or sales and use tax, and 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 twenty (20) 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 twenty (20) days before such public meeting; and notice of such meeting shall be written and hand delivered or transmitted by email to each voting member of any governing authority of a political subdivision that is required to approve such a measure previously adopted by another governing authority and to each state senator and representative in whose district all or a portion of the political subdivision is located, no more than sixty (60) days nor less than twenty (20) days before such public meeting. Email delivery shall be made to the official email address of such voting members or legislators and to any other address provided in writing to the School Board by such a voting member or legislator.

If, at a meeting held in accordance with above provisions, the School Board adopts such a measure, the provisions shall not apply to a subsequent meeting if the only action taken at the subsequent meeting is one which results in a change to the previously adopted measure that reduces the rate or term of the tax in the measure and thereby reduces the total amount of tax that would be collected under the measure, or substantially reduces the cost to the School Board of any bond or debt obligation to be incurred by the School Board

If such a meeting is postponed or cancelled, notice of any subsequent meeting to consider taking action to consider such proposal 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 any such proposal is postponed at the scheduled meeting, or if such proposal was considered at the scheduled meeting without action or vote, then any subsequent meeting to consider the tax proposal shall be subject to the provisions of paragraph two above.

On the date and at the hour and place specified in the notice of election, the School 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 School Board.

SALE OF BONDS

After an election authorizing the School Board's issuance of bonds, the School Board may proceed to issue the bonds within the parameters approved by the electors. The School Board shall have the authority to adopt all procedures necessary for the authorization, sale, and delivery of bonds, including the right to enter into all contractual arrangements as may be necessary to effectuate the purpose for which the bonds are being issued under terms determined by the School Board.

Bonds issued may be sold at a public "sealed bids," negotiated, or private sale upon such terms, in the manner and by following such procedures as may be determined by the School Board. No bond issued shall be required to be registered with the secretary of state or any other office or official.

If bonds are to be advertised for sale on sealed bids, such 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.

Revised: October 10, 2013
Revised: January 8, 2015
Revised: August 8, 2019

Ref: Constitution of Louisiana, Art. VI, Sec. 30, Sec. 33; La. Rev. Stat. Ann. ''18:407, 18:1281, 18:1282, 18:1283, 18:1284, 18:1285, 18:1286, 18:1293, 39:503, 39:505, 39:521, 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, 10-10-13, 1-8-15, 8-8-19.

CASH MANAGEMENT AND INVESTMENTS

Strategies for proper cash management and investment of available funds shall be reviewed and evaluated on an annual basis to ensure that investment rules and guidelines expressed in this policy are being followed according to current statutory provisions. The monetary assets of the Claiborne Parish School Board shall be held in trust by the fiduciary (fiduciaries) designated by the Claiborne Parish School Board. Cash management and the investment of funds shall be managed by the Superintendent and/or his/her designee.

CASH MANAGEMENT

All aspects of cash management operations shall be designed to ensure the absolute safety and integrity of the School Board's financial assets.

Cash management activities shall be conducted in full compliance with prevailing local, state and federal regulations. Furthermore, such activities shall be designed to adhere to guidelines and standards promulgated by applicable professional organizations.

Operating within appropriately-established administrative and procedural parameters, the School Board shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenditures. Therefore, cash management functions which engender interaction with outside financial intermediaries shall be conducted in the best financial and administrative interests of the school system. In pursuit of these interests, the School Board shall utilize competitive bidding practices whenever practicable, affording no special financial advantage to any individual or corporate member of the financial or investment community.

The School Board shall authorize the Superintendent and staff to design and enforce written administrative regulations, guidelines, and procedures relating to a variety of cash management issues such as the eligibility or selection of various financial intermediaries, documentation and safekeeping requirements, philosophical and operational aspects of the investment function, and such other functional and administrative aspects of the cash management program which necessitate standard setting in pursuit of appropriate prudent, enhanced protection of assets or procedural improvements.

DEPOSITORY BANK

Louisiana state statutes require School Boards to select a fiscal agent for purposes of receiving or depositing funds of the School Board. The bank selected as fiscal agent will be asked to enter into a fiscal agency contract or such other necessary instruments setting forth the duties, responsibilities, and agreements pertaining to said fiscal agency.

The fiscal agency bank, when selected, shall serve for a term as agreed to by the School Board and until its successor shall have been duly selected and qualified, and shall pledge approved securities, as provided for in the fiscal agency contract subject to the regulations under state law.

PLEDGED SECURITIES

Funds on deposit shall be collateralized in an amount at all times equal to 100% by pledged "approved securities" in accordance with state law to adequately protect the funds of the School Board.

The School Board shall periodically monitor the amount of approved securities to assure that an amount not less than 100% on deposit with the depository bank, less any applicable *Federal Deposit Insurance Corporation* (FDIC) insurance is pledged.

The bank shall have the right and privilege of substituting approved securities only upon obtaining the prior written approval of the School Board. Such approval may be granted by facsimile transmission. The approved securities shall be valued at their market value.

INVESTMENT OPTIONS

The Claiborne Parish School Board, in accordance with statutory provisions, may invest any funds which are available for investment and are above the immediate cash requirements of the School Board, from whatever source derived, in statutorily sanctioned investments. Types of investments include, but are not limited to, Direct U.S. Treasury obligations, bonds, debentures, notes issued by or guaranteed by federal agencies; bonds, debentures, notes, or other evidence of indebtedness issued by the state of Louisiana or any other state of the United States, or any of the political subdivisions of any state, or by any domestic U.S. corporation, with limited exceptions noted in La. Rev. Stat. Ann. §33:2955; or certificates, or time certificates of deposit in any bank domiciled or having a branch office in Louisiana or any other federally insured investment.

The School Board shall authorize the Superintendent, as treasurer, to invest any surplus funds in whatever type deposit that shall offer the School Board the most favorable rates of interest.

Investments of the School Board shall be guided by the following:

1. Cash management and investment activities shall be conducted in a manner consistent with prudent business practices applied by governmental entities and shall be in compliance with applicable statutes.

2. Funds as determined by the chief financial officer to be in excess of immediate

cash requirement shall be invested only in statutorily permitted obligations.

3. Appropriate emphasis in making any investment shall be as follows:
    A. To ensure safety of the principal amount.
    B. To ensure liquidity of funds to meet all obligations of the School Board.
    C. The yield of the investments.

In no event shall monies be considered available for investment unless and until such funds are determined by the Superintendent or chief financial officer, in the exercise of prudent judgment, to be in excess of the immediate cash requirements of the fund to which the monies are credited. As a criteria in making such a determination, any amount of money exceeding ten thousand dollars which is on demand deposit to the credit of the School Board, or to the credit of any fund and which is not required to meet an obligation for at least forty-five (45) days, or any amount of money exceeding one hundred thousand dollars which is on demand to the credit of the School Board or to the credit of any fund and which is not required to meet an obligation for at least fifteen (15) days shall be construed available for investment.

Interest Earnings

The interest earned on any such investment shall be credited to the fund from which the investment was acquired or it may be applied to the payment of the principal and interest of the outstanding bonded indebtedness of that fund.

LIQUIDATION OF INVESTMENTS

At any time that may be advisable, the School Board may cash or liquidate any of the investments authorized herein which are purchased for any particular fund. The proceeds of any such liquidation shall be credited to the fund from which the authorized investments were originally purchased.

PROHIBITED TRANSACTIONS

The following arrangements are expressly prohibited:

1. Any transactions not specifically authorized by this policy.

2. The purchase of securities on margin.

3. Direct purchases of single family or commercial mortgages.

4. Purchases of foreign bonds.

5. Collateralized mortgage obligations that have been stripped into interest only or

principal only obligations.

6. Inverse floaters, or structured notes. For purposes of this section, *structured notes* shall mean securities of U.S. Government agencies, instrumentalities, or government-sponsored enterprises which have been restructured, modified, and/or reissued by private entities.

Revised: October 6, 2011
Revised: January 8, 2015

Ref: La. Rev. Stat. Ann. §§17:99, 33:2955, 39:1211, 39:1212, 39:1219, 39:1221, 39:1222, 39:1223, 39:1225, 39:1226; Board minutes, 10-6-11, 1-8-15.

GRANTS

The Claiborne Parish School Board encourages the development of proposals to federal, state, and private granting agencies and other sources of financial aid for subsidizing such activities as innovative projects, feasibility studies, long-range planning, and research and development. All such activities are to meet the following criteria:

1. They are based on a specific set of internal objectives that relate to the established goals and objectives of the district.

2. They are to provide measures for evaluating whether or not project objectives are being or have been achieved.

3. The execution of all projects is to conform to state and federal laws and to the policies of the Board.

The School Board shall be notified of all grants. The Board President and/or the Superintendent shall be authorized to sign all grant proposals, subject to the Board's right to recall or rescind the application. When the grant award letter or written notification is received, grant funds may be expended by the Superintendent or designee/recipient. Grant awards and grant budgets shall be submitted to the Board as soon as possible after the grant award letter or written notification is received. The Board shall be informed of any recurring costs related to grants and reserves the right to terminate a grant at any time and return any unexpended funds to the grantor.

Grants written at the schools shall be handled through the central office accounting system, shall be assigned to an instructional supervisor as project administrator, and shall follow all applicable Board policies related to accounting and recordkeeping.

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

DONATIONS AND GIFTS

PROHIBITION FROM DONATION OF SCHOOL BOARD PROPERTY

Unless otherwise authorized by the Louisiana Constitution, the funds, credit, property or things of value of the Claiborne Parish School Board, which is a political subdivision of the State, shall not be loaned, pledged or donated to or for any person, association, or corporation, public or private.

PROHIBITION FROM SOLICITATION/ACCEPTANCE OF GIFTS

No Claiborne Parish School Board member or employee shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such person:

1. Has or is seeking to obtain contractual or other business or financial relationships with the Claiborne Parish School Board;

2. Conducts operations or activities which are regulated by the public employee's agency;

3. Is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency;

4. Has substantial economic interests which may be substantially affected by the performance or nonperformance of a Claiborne Parish School Board member's duty or a Claiborne Parish School Board employee's employment with the School Board; or,

5. Is otherwise prohibited from doing so by the Louisiana Ethics Code, La. Rev. Stat. Ann. Title 42.

GIFTS TO PERSONNEL

See policy *GAJ, Gifts*.

DONATION OF SICK LEAVE

See policy *GBRIBB, Sick Leave Bank*.

ACCEPTANCE OF DONATIONS FOR THE SCHOOL BOARD

The Claiborne Parish School Board shall encourage community groups, organizations,

and individuals to assist the School Board in providing material and financial resources to the School Board or schools which otherwise might not be available.

The Claiborne Parish School Board may accept and administer any donation that may be made to it for educational or literary purposes and shall enumerate details of the contents of such donations in a document made publicly available on its website. If accepted, the School Board shall administer the property entrusted to them in conformity with the directives contained in the act of donation and for that purpose the School Board is vested with all the necessary powers of administration. The School Board reserves the right, however, to examine the provisions of any and all prospective donations to a school, the School Board, or a School Board-related entity to ascertain the propriety of the donation.

Unrestricted donations may be accepted by the School Board, or any school, subject to approval guidelines of the School Board. Items donated to schools may be retained by the receiving school under the ownership of the Claiborne Parish School Board. The School Board shall retain the discretion to remove, repair, or modify any item which it considers obsolete, worn-out, or unsafe. Principals shall be required to keep a record of donations received by the school from community groups, organizations, or individuals, exclusive of funds raised by the school or funds provided by students for special activities, such as field trips.

Revised: January 11, 2024
Revised: March 7, 2024

Ref: La. Rev. Stat. Ann. §§17:381, 17:382, 17:383, 42:1115, 42:1123; Board minutes, 1-11-24, 3-7-24.

ADMISSIONS AND GATE RECEIPTS

The Claiborne Parish School Board shall establish and maintain a uniform procedure for the handling and accounting of admission fees charged for all school events, such as athletics or entertainment, whether such is assessed in advance or upon entering. All such fees shall be controlled through the use of pre-numbered tickets. The price of tickets shall be determined and set by each school.

Uniform procedures as prescribed by the Board shall be used for selling and collecting tickets to athletic and all other school functions when admission is charged, to ensure the proper accounting of all ticket transactions.

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

LEASE OF SCHOOL LANDS

The Claiborne Parish School Board may execute a lease of any of its school land. Leases for the production and removal of minerals granted by or on behalf of the Board shall provide for a minimum of royalties of one-sixth on all oil and gas, sulphur, potash, and other minerals produced and saved and five percent (5%) on lignite and salt. All mineral leases shall be advertised, received, opened and accepted/rejected by the Board. The Board may reject any and all bids that may be submitted or may lease a lesser quantity of property than advertised and withdraw the rest.

Leases for the purposes of trapping, grazing, hunting, agriculture/farming or any other legitimate purposes other than for removal of oil, gas, or other minerals, may be executed on such terms and conditions as are in the best interest of the Board and in compliance with state law. Such leases shall be awarded only after formal advertisement for and receipt of bids as set forth by state law.

The Board shall require all appropriate leases, as determined by the Board's legal adviser, to include the purchase of appropriate liability insurance by the individual or organization leasing the property, which shall hold the Board free from any liability that may result directly or indirectly from the leased property's usage.

GEOPHYSICAL OR SEISMIC SURVEY PERMITS

The School Board may grant permission for geophysical or seismic surveys to be conducted on School Board property. For the privilege of conducting seismograph exploration over and across lands owned by the School Board, application must be submitted to the Board seeking permission to conduct surveys. If said application is approved by the Board, the applicant shall be permitted to conduct its seismographic operations in accordance with terms and conditions set forth in the permit agreement for a minimum fee as set by the Board. All applications shall contain pertinent information to adequately evaluate the proposed survey.

RIGHTS-OF-WAY

The Claiborne Parish School Board may grant rights-of-way on school lands upon formal written request. No application for a right-of-way shall be considered unless certificate of publication of due notice is on file in the office of the School Board, showing advertisement of the pending application has been made two times within ten (10) days in the official journal of the system wherein the school lands are situated. A fee may be charged for such privilege.

SIXTEENTH SECTION LANDS

Leasing of Sixteenth Section lands shall be handled as follows:

(1) The Board, upon determining to lease any Sixteenth Section lands, shall publish an advertisement in the official journal of the district where the land is located setting forth a description of the land to be leased, the time when bids will be received, and a short summary of the terms, conditions, and purposes of the lease to be executed. If the lands are situated in two (2) or more parishes, the advertisement shall appear in the official journals of all parishes in which the lands are located. The advertisement shall be published for a period of not less than fifteen (15) days and at least once a week during three (3) consecutive weeks. The Board may also send notices to those whom it may think would be interested in submitting bids for the leases.

(2) Bids must be enclosed and sealed in the self-addressed return envelope furnished by the Claiborne Parish School Board for that purpose, or a facsimile thereof, and forwarded through the United States mail.

(3) Bids shall be accompanied by a minimum deposit in an amount equal to 10% of the bid but not less than $100.00 or such larger amounts as may be required by state law, and this deposit shall be in the form of cash or a certified check made payable to the Claiborne Parish School Board.

(4) Acceptance or Rejection of Bids Handled Through the State Mineral Board:

When through adoption of the appropriate resolution whereby the Board authorizes and directs the State Mineral Board to handle the leasing of Section 16 lands, the President of the Board and the Superintendent, or in their absence, their designee, shall have the authority to accept or reject all bids on Section 16 Lands handled through the State Mineral Board.

Ref: Constitution of Louisiana, Art. VII, Sec. 4(c); Art IX, Sec. 4(b); La. Rev. Stat. Ann. ''17:87, 17:87.1, 17:87.2, 17:87.3, 17:87.8, 30:121, 30:127, 30:151, 41:1211, 41:1212, 41:1213, 41:1214, 41:1215, 41:1215.1, 41:1215.2, 41:1216, 41:1217, 41:1218, 41:1219, 41:1220, 41:1221, 41:1222, 41:1223, 41:1224.

SALE OF SURPLUS EQUIPMENT AND SUPPLIES

Merchandise and equipment no longer usable for the purpose for which it was acquired or built shall be declared surplus by the Superintendent upon notification by the department to which the merchandise or equipment has been assigned. The equipment and appliances will then be inspected to determine if they are usable or should be declared surplus. If the items are declared surplus, the Claiborne Parish School Board shall then call for sealed bids and/or public auction for the sale of such merchandise or equipment. Said bids will be opened publicly and disposed of in a prudent, businesslike manner. The School Board shall reserve the right to accept or reject any and all bids.

The sale of surplus merchandise or equipment shall be final, on the "as is" or "where is" basis and shall carry no warranties whatsoever. If not sold after reasonable time and effort, these items shall be sold as junk, or if no salvage value can be realized, destroyed in the most economical manner possible.

COMPUTING DEVICES

When the School Board determines that an individual computing device used by a student or students has reached the end of its typical life cycle, is no longer needed for school purposes, and will be removed from classroom use, and that the best interest of the public school system would be served by the private sale of such device due to the cost of auctioning the device or recycling it or due to other factors, the School Board may sell the device to a student enrolled in a school in the school system or to the parent, tutor, or legal guardian of such a student.

The sale price for the device shall be reasonably equivalent to the value of the device, taking into consideration its typical life cycle, current condition, and costs of other methods of alienation or disposal.

All such sales shall be in accordance with School Board policies, and sale prices shall be approved by appropriate school system administrative personnel prior to sale. Such sales shall apply only to individual computing devices used for classwork by students and shall not apply to other computer equipment or related equipment such as routers, switches, or servers.

Revised: January 10, 2013

Ref: La. Rev. Stat. Ann. ''17:87.6, 49:125; Board minutes, 1-10-13.

SALE OF BUILDINGS AND LAND

Whenever the Claiborne Parish School Board determines that any school lands or other immovable property under its control are no longer needed for school purposes and that the best interest of the School Board would be served by the sale of such lands, the School Board shall have authority to dispose of such lands at public auction, under sealed bids, or by a licensed real estate broker.

The School Board may obtain appraisals from up to three (3) Louisiana state-certified real estate appraisers to ascertain the current value of the property.

The appraisals shall be obtained within six (6) months prior to conducting the sale of the property.

PROCEDURES

Real estate that has been declared as no longer needed for public school purposes shall be disposed of as outlined below:

1. Sale Utilizing Public Auction or Sealed Bids

    A. At least one (1) real estate appraisal shall be obtained reflecting the fair market value of the property.

    B. Local governmental authorities shall be notified that such property is no longer needed for school purposes and invited to submit a proposal if there is a need for such property.

    C. Advertisement for sale at public auction or under sealed bids shall be published in the School Board's official journal on at least three (3) separate days for at least thirty (30) days prior to the date the land is to be offered for sale, or as otherwise provided for in state law.

    D. Upon receipt and opening of bids at the time designated, all bids shall be considered by the School Board and the property sold to the highest bidder in accordance with such terms and conditions as the School Board shall determine. The School Board shall reserve the right to reject any and all bids.

        1) The first time the School Board offers a particular property for sale, the minimum bid shall be eighty-five percent (85%) of the appraised value of the property.

        2) If the School Board fails to sell the property because the maximum

bid received was not equal to or greater than the minimum bid in item D 1) above, the School Board may make a second effort to sell the property. The minimum bid for a second effort to sell the same property shall be eighty percent (80%) of the appraised value.

3) If the School Board has twice failed to sell property because the maximum bid received was not equal to or greater than the minimum bid provided above, there shall be no minimum bid at the third effort to sell the property, and the School Board may sell the property to the highest bidder.

2. Sale of School Board Property Utilizing Real Estate Broker

A. In lieu of public auction or sealed bids, and when it is in the best interest of the School Board, the School Board may contract for the services of a licensed real estate broker to conduct the sale of the property. The licensed commercial real estate broker shall be selected based on the following minimum qualifications:

- Licensed within the State of Louisiana;
- Ability to provide substantial analytical data and financial information relative to the property;
- Well-established local and regional business relationships and partnerships to promote the sale of the property at the highest possible price and upon the School Board's conditions; and
- Any other qualifications the School Board may prescribe.

B. The term of the contract shall not exceed six (6) months. A minimum sale price and a time period within which the sale is to occur shall be specified by the School Board as conditions of the contract. Payment to the real estate broker for conducting the sale shall not exceed five percent (5%) of the sale price and shall be contingent upon completion of the sale in accordance with the terms and conditions of the contract. The School Board shall have the right to cancel the contract at any time for any reason prior to the sale and conduct the sale as otherwise provided by law.

C. No member or immediate family, as defined in La. Rev. Stat. Ann. §42:1102, of the School Board or legislature shall perform the services of appraiser or real estate broker authorized by this Section.

The deed evidencing act of sale executed by the President of the School Board shall be full and complete evidence of the sale, shall convey a good and valid title to the property sold, and shall have the force and effect of a notarial act.

SIXTEENTH SECTION LANDS

The Claiborne Parish School Board shall conduct all elections to authorize the sale of sixteenth section land and the funds realized from the sale of such land, after deduction for necessary expenses connected with such elections, shall be promptly forwarded to the state auditor. These funds shall be credited to the general school funds of the School Board.

Revised: October 6, 2011
Revised: June 7, 2018

Ref: La. Rev. Stat. Ann. §§17:87, 17:87.6, 41:640, 41:891, 41:892; Board minutes, 10-6-11, 6-7-18.

DEPOSITORY OF FUNDS

The Claiborne Parish School Board shall select and contract with a depository to provide the most efficient and otherwise desirable services for the Board and School District. Selection of the official depository shall be in accordance with statutory provisions. All funds of the Board shall be deposited to the account(s) of the Board in the official depository.

All monies retained in school buildings shall be safeguarded in secure areas at all times. However, the Board shall assume no responsibility for funds lost in a school. The Board requires that school funds shall be deposited on a daily basis, whenever possible.

Ref: La. Rev. Stat. Ann. §§17:95, 39:1211, 39:1212.

BONDED EMPLOYEES

The Claiborne Parish School Board shall require all persons authorized to sign checks or warrants drawn against the school funds to furnish a surety bond in an amount to be determined by the School Board, but which shall be not less than fifteen thousand dollars, for the faithful performance of their duties.

The School Board treasurer shall give an indemnity bond in such sum as may be determined by the Board, made in favor of the governor or his/her successors in office and the Board, and the Board shall pay the premium of said bond.

All bonds purchased by the School Board made in favor of the Board shall include coverage for faithful performance of duties as well as coverage against loss sustained by the Board through any fraudulent or dishonest act committed by any of the bonded employees. All bonds purchased by the Board shall be from an insurance company licensed to do business in Louisiana.

Ref: La. Rev. Stat. Ann. §§17:95, 17:97.

ACCOUNTING SYSTEM

The Claiborne Parish School Board delegates to the Superintendent or his/her designee, the responsibility for accounting for all Board and school funds, and for maintaining complete, accurate, and detailed records of all financial transactions in the school district. These records shall be in accordance with generally accepted accounting principles, as prescribed, and approved regulations of the Board of Elementary and Secondary Education (BESE).

Said accounts and fiscal records shall be available during normal business hours for inspection by the public.

SCHOOL BOARD FUNDS

The School Board shall require the Superintendent to provide the necessary guidance and direction for the administrative implementation, review, analysis, reporting, and modification of all budgeted activities as approved by the School Board. All regulations developed and maintained governing the fiscal responsibility of the Board and its personnel and resources shall be designed to promote efficient management and sound fiscal accountability at every level of the school system.

All School Board employees charged with receipt, handling, and/or disbursement of any Board funds shall abide strictly by state and federal law, policies of the School Board, and regulations and procedures developed by the Superintendent or his/her designee.

SCHOOL FUNDS

The School Board shall require that uniform procedures be applied throughout the school system to assure the proper accounting for, and expenditure of, all funds under the control of each individual school. Such funds shall be subject to regular audit by the school system staff or as may otherwise be provided.

Adherence to and implementation of all regulations and procedures as may be established by the Superintendent and staff shall be the responsibility of each school principal or his/her designee. These shall include, but not be limited to the following:

1. Each fund in each school shall maintain accounting records in such a way as to conform with written procedures prescribed by the Superintendent.

2. The school principal shall be responsible for submitting to the Superintendent or designee a monthly financial statement on all accounts receiving school funds or under the school's control. Also, a year-end summary report shall be proved by June 30.

3. School funds shall be managed under the same legal requirements as other School Board funds.

4. Proper identification of monies belonging to various groups and organizations or monies raised and designated for various purposes. Receipts shall be issued for all collected monies. All monies collected shall be spent for the specified purposes for which collection was made.

5. Proper crediting of deposits, with receipts issued depositors.

6. Safeguarding of cash and daily deposits of all monies received.

7. Proper authorization before payment of invoices.

8. Payment of bills by check, following recommendation by group sponsors and authorization by the principal.

9. Prompt payment of bills.

10. Each principal shall make available to School Board personnel the records from which to conduct any audit.

The Board shall receive periodic reports from the Superintendent of all income, expenditures, balances in the schools' various accounts, and such other data as the Board may prescribe, in addition to regular financial reports.

Ref: La. Rev. Stat. Ann. ''17:59, 17:196, 17:414.3, 24:515, 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313, 39:1314; *Louisiana Handbook for School Administrators*, Bulletin 741, *Louisiana Accounting and Uniform Governmental*

Handbook, Bulletin 1929, Louisiana Department of Education.

FINANCIAL REPORTS AND STATEMENTS

The Claiborne Parish School Board shall make all reports required by the Louisiana Board of Elementary and Secondary Education (BESE) and/or state law relative to the financial operation of the school district.

The Board shall require that all financial reports and statements be prepared completely and accurately and that said reports and statements be submitted to designated officials on or before specified due dates.

The Superintendent shall provide the Board with periodic financial statements, upon request. Said reports shall reflect compilation of all school financial reports plus system-wide budgetary data as prepared by the Superintendent or his/her designees, as well as any other financial information requested.

Ref: La. Rev. Stat. Ann. §§17:88, 17:196.

AMERICAN RECOVERY AND REINVESTMENT REPORTING REQUIREMENTS

The Claiborne Parish School Board shall adhere to federal and state guidelines in the receipt of reports on use of funds received through the federal *American Recovery and Reinvestment Act of 2009* (ARRA). These guidelines require the School Board, as sub-recipient of *Recovery Act* funds, to submit quarterly reports on the use of such funds to the Louisiana Department of Education (LDE) no later than the 5th day following the end of each quarter.

ARRA grants for which the School Board may receive funds and therefore require a report include the following:

1. Title I
2. Title I School Improvement 1003g ARRA
3. Title II – EETT-TIG
4. Title II – Connect Tech
5. Title II – High Tech
6. IDEA Part B
7. IDEA Preschool
8. Homeless
9. Education Jobs

Aimed at providing information into the use of these funds, reports shall be required to include the following detailed information:

1. The total amount of recovery funds received from the LDE;

2 The amount of recovery funds received that were expended or obligated to projects or activities;

3. A detailed list of all projects or activities for which recovery funds were expended or obligated, including

    a. the name of the project or activity;
    b. a description of the project or activity;
    c. an evaluation of the completion status of the project or activity; and,
    d. an estimate of the number of jobs created and the number of jobs retained by the project or activity.

4. Detailed information on any subcontracts or subgrants awarded by the School Board and other payments which may include the data elements required to comply with the *Federal Funding Accountability and Transparency Act of 2006* (Public Law 109–282),

5. Estimates of jobs created and jobs retained for each project or activity through the use of recovery funds. The estimate of the number of jobs created or retained by the Recovery Act should be expressed as "full-time equivalents" (FTE). In calculating an FTE, the number of actual hours worked in funded jobs shall be divided by the number of hours representing a full work schedule for the kind of job being estimated. These FTEs shall then be adjusted to count only the portion corresponding to the share of the job funded by Recovery Act funds.

As part of the reporting process, the School Board and any other contractor/recipient to be paid by the School Board utilizing Recovery Act funds shall be required to register with the *Central Contractor Registration* (CCR) database for the US Federal Government. Registration is required before any person or entity can be awarded a contract. In addition, all reporting entities shall also be required to obtain a valid and current Dun and Bradstreet (D&B) D-U-N-S number, a unique 9-digit identification number used for identifying businesses worldwide.

The School Board and any recipient of Recovery Act funds shall be required to renew and revalidate its CCR registration at least every twelve (12) months from the date of original registration. More frequent registration may be needed to accommodate changes.

All documentation and data reported shall be preserved and maintained in the School Board office for such time as is necessary to comply with all ARRA reporting requirements.

New policy: December 8, 2011

Ref: *American Recovery and Reinvestment Act of 2009*, (Public Law 111-5); Board minutes, 12-8-11.

INVENTORIES

FIXED ASSETS

The Claiborne Parish School Board directs the Superintendent to maintain a current itemized list of all land, buildings, improvements other than buildings, equipment, and any other general fixed assets which were purchased or otherwise acquired, for which the Board is accountable.

The property control system shall include a list for reporting purposes of all fixed assets with a value of $5,000 or more in the district including all items purchased or donated to the school district. Items purchased with funds identified by the state as *8(g) funds,* valued at $250 or more, shall also be classified as fixed assets and included in the fixed asset records. The list shall include information as to the date of purchase, the initial cost, and the disposition, if any, and the purpose of such disposition and the recipient of the property or equipment disposed of. Where ascertaining the cost, exact selling price or any other relevant information on property or equipment is not available, estimates may be provided. Inventory records shall be managed and maintained in accordance with Board procedures.

For accountability and internal control purposes, an inventory of equipment and other items costing less than $5,000 may also be inventoried, tagged, and tracked by the School Board.

INTANGIBLE ASSETS

An *intangible asset* shall be considered an asset with an initial life that extends beyond a single reporting period, lacks physical substance, and in nonfinancial in nature. Intangible assets shall include easements, water rights, timber rights, patents, trademarks, and computer software which can be purchased or licensed or internally generated.

An intangible asset should only be recognized if it is identifiable. An asset is identifiable if it is separable; i.e., the asset is capable of being separated and sold, transferred, licensed, etc., or if the asset arises from contractual or other legal rights, regardless of whether rights are separable.

Intangible assets shall be authorized over their useful lives. The useful life of an intangible asset that arises from contractual or legal rights should not exceed the legal term of the rights. Renewal periods should be considered in determining the useful life if there is evidence that renewal will be sought and achieved and the cost of the renewal is nominal in relation to the level of service capacity expected to be obtained through the renewal. An intangible asset is not amortized if the asset has an indefinite useful life. An intangible asset should be considered to have an indefinite useful life if there

are no legal, contractual, regulatory, technological, or other factors that limit the useful life of the asset. For example, a permanent right-of-way easement would have an indefinite useful life.

Rules for accounting, calculating the initial value and depreciation of the asset shall be in accordance with generally accepted accounting standards.

For accountability and internal control purposes, an inventory of intangible assets shall be kept for any asset with a value of $250,000 or more.

PHYSICAL INVENTORY

In order to maintain an accurate account of Claiborne Parish School Board possessions, a physical inventory of all possessions is to be taken at the building level at least annually, but may be more frequent as needed. Principals are the designated custodians of all possessions at the school level and shall be ultimately responsible for the safeguarding and record maintenance of all possessions in their schools. However, any employee who has physical custody of School Board assets shall be personally responsible for safeguarding the assets, i.e., each teacher shall be responsible for his/her classroom, the librarian for the assets in the library, the band director for the assets in the band department, etc.

Building level administrators shall be responsible for ensuring that annual inventories are taken and that the property control officer is notified of any changes that need to be made to their respective inventory records or reported as required. The Superintendent and/or his/her designee shall maintain pertinent procedures for maintaining inventory and tracking records, including, identifying, appraising, tagging, and removing fixed assets from any inventory records.

Revised: October 6, 2011

Ref: La. Rev. Stat. Ann. §'17:81, 24:515; *Louisiana Handbook for School Administrators*, Bulletin 741, *Louisiana Accounting and Uniform Governmental Handbook*, Bulletin 1929, Louisiana Department of Education; Board minutes, 11-6-08, 12-11-10, 10-6-11.

AUDITS

The Claiborne Parish School Board shall require all financial records and accounts, including business transactions, of the school district and each school to be audited. The audit of selected accounts shall be conducted by designated personnel in conformance with prescribed standards and legal requirements. Said audits, upon completion, shall be presented to the School Board for examination.

Other financial audits shall also be made of appropriate accounts upon the transfer, resignation, or dismissal of personnel responsible for receiving and disbursing school funds, or whenever, in the opinion of the School Board, a financial audit is deemed advisable. The School Board's Business Department, a certified public accountant or a reputable accounting firm shall conduct such audits as necessary.

All audits shall be conducted and filed in accordance with statutory provisions. Should any error or discrepancies be found as a result of any audit, any personnel found responsible may be subject to disciplinary action, up to and including termination.

ANNUAL AUDIT

Within six (6) months of the close of the fiscal year, the School Board shall require an annual examination of all financial statements, financial accountability, and review of all books and accounts of the School Board. Such a complete examination shall be conducted by a licensed certified public accountant(s), who has been engaged by the School Board and such examination shall be performed in accordance with generally accepted governmental auditing standards and the *Louisiana Governmental Audit Guide*. The accountant shall have access to and assistance privileges of all accounts, records, files, and any other forms of recordation of the School Board. However, the accountant shall comply with any and all restrictions imposed by law on documents, data, or information deemed confidential by law furnished to him/her during the examination. The report shall then be submitted to the Legislative Auditor.

Within thirty (30) days of notice of the approval and acceptance by the legislative auditor each year, the School Board shall post the most recent annual independent audit on its website.

Revised: September 7, 2023

Ref: La. Rev. Stat. Ann. §§17:88, 17:89, 17:196, 24:513, 24:514, 24:515; Board minutes, 9-7-23.

RECORDS RETENTION

Financial records, supporting documents, statistical records and all other records pertinent to accounting and reporting for sources and uses of funds shall be retained in accordance with the *Records Retention Schedule*, as approved by the Claiborne Parish School Board. All material records of the School Board shall be maintained for a minimum period of least three (3) years, unless otherwise noted in the schedule below:

RECORDS RETENTION SCHEDULE	3 years	6 Years	Permanent
Accounts payable and receivable		U	
Annual budget reports		U	
Auto/mileage reports/Travel expense		U	
Bank statements/Cancelled checks		U	
Correspondence (regular and e-mail):			
general or routine	U		
legal and important matters			U
Deeds, mortgages, and bills of sale			U
Deposit receipts		U	
Financial audit reports		U	
Financial statements		U	
Fixed assets/Inventory records		U	
Insurance policies (expired)	U		
Insurance policies (current)			U
Patient records		U	
Payroll records and summaries		U	
Personnel files (after separation)		U	
Property records			U
Purchase orders		U	
State/Local contracts		U	
Tax returns and related documents			U
Time sheets	U		

Other time restrictions may apply to certain records. A microphotographic process or other

legal form of archival recordkeeping may be utilized and the resulting microform retained for storage in lieu of the original itself unless specifically prohibited by law.

Records should not be destroyed when there is pending litigation or until the appropriate state or federal audits have been conducted. The disposal of public records in any school shall be supervised by the principal and a record made of the disposal, including the disposal date and names of those observing the disposal.

Any off-site storage of records or official documentation shall be properly labeled for easy reference, and protected for security.

Ref: La. Rev. Stat. Ann. ''17:196, 39:1597, 39:1598, 39:1626, 39:1627, 44:36, 44:411.

EXPENDITURE OF FUNDS

In accordance with statutory provisions, the Claiborne Parish School Board shall direct the Superintendent to serve as treasurer for the School Board who shall receive, hold in custody, and expend all funds as directed by the Board and in conformance with statutory accounting and budgetary requirements. The Superintendent shall also maintain pertinent regulations and procedures to assure the proper expending of Board funds.

No expenditure of funds shall be made where the expenditure would be more than revenues available, unless approved by the Board.

SCHOOL FUNDS

The principal of a school shall receive, hold in custody, and expend all funds, in accordance with proper procedures outlined by the Superintendent and staff, of all activities of the school for which the principal is responsible. All purchases by the schools shall be made or approved by the principal or by a person authorized in writing by the principal.

Ref: La. Rev. Stat. Ann. '17:97; 39:1301, 39:1302, 39:1303, 39:1304, 39:1305, 39:1306, 39:1307, 39:1308, 39:1309, 39:1310, 39:1311, 39:1312, 39:1313,

39:1314.

AUTHORIZED SIGNATURES

CHECKS

The Claiborne Parish School Board, in accordance with state law, shall require the President, Vice-President, and Superintendent, as secretary-treasurer, or any two (2) officers or persons designated by the School Board, to sign any and all checks issued in payment of expenditures. The School Board authorizes the use of a facsimile signature device for those persons designated to sign checks. The Superintendent shall establish and maintain appropriate procedures assuring the proper issuance of all checks.

GENERAL CONTRACTS

Contracts obligating the School Board or school district shall be countersigned by the President of the School Board, the Superintendent, and/or appropriate personnel. Any person purporting to enter into any contract on behalf of the School Board, school district, or any school under the School Board's jurisdiction, including but not limited to contracts with vendors or contracts of membership in any private or quasi-public entity, shall do so in compliance with policies adopted by the School Board and administrative procedures in effect at the time the contract is executed.

Incidental right-of-way agreements may be approved and signed by the Superintendent or his/her designee.

BILLS, INVOICES, STATEMENTS

The School Board directs that only authorized school employees shall sign bills, invoices, or statements in accordance with pertinent accounting procedures.

TEACHER CONTRACTS

The Superintendent shall sign each teacher contract.

SCHOOL CHECKING ACCOUNTS

The School Board authorizes principals, with the approval of the Superintendent, to open bank accounts for their schools and related clubs and organizations. The use of checking accounts at schools shall be in accordance with appropriate accounting regulations and procedures maintained by the Superintendent or his/her designee.

The Superintendent shall be given authority to make changes on school checking accounts as each school principal or school administrator changes, or at any other time deemed necessary, without the necessity of any additional resolution being adopted by the School Board. School Board personnel shall monitor the appropriateness of each checking account and shall be authorized to recommend to the Superintendent the

closure of any account deemed necessary.

Revised and recoded from DJAA: February 9, 2017
Revised: August 9, 2018

Ref: La. Rev. Stat. Ann. §§17:81, 17:83, 17:97; Board minutes, 2-9-17, 8-9-18.

PAYROLL PROCEDURES

Salaries for professional personnel shall be paid according to the salary schedule established by the State plus added increments approved by the Claiborne Parish School Board. All other employees shall be paid according to a salary schedule formulated by the Board. Such a schedule shall take into consideration skill level and years of experience.

PAYDAY SCHEDULES

The salaries of all permanent employees shall be distributed over twelve (12) months, regardless of whether they work 9, 10, 11 or 12 months. The pay period for regular employees shall be the first working day of each calendar month to the last day of the calendar month. Payroll shall be issued in twelve (12) equal installments, the last Friday of each month. Employees who join the school system during the school year shall have their salaries pro-rated accordingly. The official payday shall be the last working day of each calendar month.

Employees shall receive payment by direct deposit. Employees shall have their payment credited directly to their bank account on the scheduled payday. It is the employee's responsibility to complete the *Authorization for Electronic Deposit form,* attach a voided check, and/or provide any other needed deposit information to the payroll department. The employee shall immediately notify the payroll department of any changes in account status. Only checking accounts from approved financial institutions shall be accepted for direct deposit. Instead of a pay stub, the employee will receive a notice of deposit that has the normal payroll information on it (i.e. withholding information, sick day balance, etc.). Those employees for which direct deposit cannot be made shall have their payroll check mailed to them one (1) working day prior to payday.

Direct deposit shall be mandatory for all employees hired on or after July 1, 2009.

Checks for Other than Salary

Stipends, summer school pay, overtime, travel reimbursements, and any other pay outside of normal salaries shall be paid as follows:

> Time sheets, or substitute forms, with appropriate signatures, received by the business office by the last working day of the month, shall result in the payroll check being issued on the last Friday of the following month.

Lost Checks/Incorrect Deposit Instructions

If a check was lost as a result of the employee failing to notify the central office of a

change of address or other employee negligence, or lost by a postal system, the employee shall receive a replacement check within the next five (5) working days. If there was an administrative error or Direct Deposit comes back with an error, the employee shall receive an immediate correction.

If the direct deposit comes back with an error that employee shall receive an immediate replacement check.

TEACHERS SEPARATING

Teachers separating from the Claiborne Parish schools at the close of the school session may request in writing that they receive full payment for their services. Otherwise, they shall continue to receive their payment on a monthly basis during June, July, and August.

Teachers separating from the school system during the school year shall receive payment in full for their services at the time of termination of services.

Revised: July, 2009
Revised: September, 2009

Ref: La. Rev. Stat. Ann. §§17:81, 17:421; Board minutes, 5-7-09, 11-5-09.

SALARY DEDUCTIONS

The Claiborne Parish School Board maintains that salary deductions which are considered statutory, including federal income tax, state income tax, retirement, etc., shall be deducted in accordance with applicable laws and regulations.

Any voluntary deductions desired by employees may be authorized by the Board, when such action is determined to be in the best interest of the school system. Said request shall be submitted in writing by the employee. The employee shall also sign a form authorizing said salary deduction and verifying knowledge of all regulations governing salary deductions. The Board does not assume any liability for compliance with governing requirements and regulations.

The following voluntary deductions are approved by the Board:

1. Membership dues in recognized professional associations. Dues shall be deducted only upon receipt of an authorization signed by the individual employee.

2. Deductions for employee contributions to the school system's hospitalization and life insurance program and any other insurance or tax-sheltered annuity programs which are or may be approved by the Board.

3. U.S. Savings Bonds.

4. United Way Deduction Plan.

5. For deferred payment plan for school-year employees.

The Board shall only be responsible for making approved salary deductions as requested in writing by any employee of the Board. Under no circumstances shall special arrangements be made as to the commencement or transaction of salary deductions.

DEDUCTIONS FOR AUTHORIZED INVESTMENT PROGRAMS

Employees of the Claiborne Parish School Board, including full-time, part-time, and substitute employees, shall be permitted to invest in authorized investment programs through payroll deduction. The programs shall be totally funded by employee contribution, which shall be deducted monthly from the employee’s paycheck. Employees may start or discontinue participation at any time.

To be considered an approved investment program vendor for the Claiborne Parish School Board, the vendor must:

1. Make a presentation to the Board's Insurance Committee and be accepted by the committee.

2. Have a minimum twenty-five (25) employees on payroll deduction. A vendor would have two (2) years from the date of approval by the Insurance Committee to get the required twenty-five (25) employees on payroll deduction.

3. Must attend all "investment meetings" at the various schools annually.

4. Must submit to the Board's payroll office by the cutoff date monthly, all investment changes made during the month.

5. Must comply with the established regulations for selling investments in schools.

6. Must agree to provide adequate documentation to the Claiborne Parish School Board to ensure the School Board's compliance with Internal Revenue Service (IRS) reporting requirements for any investment program.

Approved investment vendors may contact potential investors by attending an "investment meeting" at a designated school. Except for the "investment meeting," investment vendors shall not be permitted to present their products to potential clients at faculty meetings or any other school function during the school year. The dates and times for the "investment meetings" shall be scheduled annually. All investment program vendors must attend all "investment meetings" at all the various designated schools annually. Vendors may meet with their clients at a school location with the approval of the school's principal.

Ref: La. Rev. Stat. Ann. ''17:438, 17:1184, 17:1202; 17:1315.

PAYMENT FOR INDEPENDENT SERVICES

SCHOOL BASED PAYMENTS TO INDIVIDUALS FOR SERVICES

The Claiborne Parish School Board recognizes the need to hire employees and other individuals to assist with school functions and events during and after school, such as athletic contests, craft shows, nighttime pageants, etc. Any school that agrees to pay teachers or any other school system employee for any school event or school-related activity, the payment for services rendered shall be handled through the system's regular payroll. No payment for services or works performed shall be made through school activity funds, whether by cash or check. The only exception allowing the school to make payment shall be for game officials and law enforcement personnel serving a security function at events at the school. Payments for these services shall be made in accordance with procedures established by the school system.

To comply with federal and state earned income reporting requirements, all individuals who render independent services to the school system shall be required to complete and submit appropriate reporting documents and forms. It shall be the principal's responsibility to ensure that all individuals to whom his/her school pays funds properly completes all required forms.

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

EXPENSE REIMBURSEMENT

The Claiborne Parish School Board may reimburse employees and School Board members for expenses incurred while on official School Board business, within budgetary limitations. Travel expenses shall be limited to those expenses necessarily incurred by employees or School Board members in the performance of official responsibilities as may be authorized by the School Board. Reimbursement of expenses shall be based on submission of a properly completed and approved voucher and such supporting receipts as required, and in accordance with approved procedures and reimbursement rates. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense and approved procedures and rates.

All employees who use their private vehicles for official School Board business shall be required to carry automobile liability insurance in an amount set by the School Board to be eligible for reimbursement. When a private vehicle is used for official School Board duties, mileage shall be reimbursed based on the travel rate approved by the State of Louisiana. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

Claims for reimbursement of travel expenses shall be submitted to the Business Department for payment within one (1) week following the last day of travel for which expenses were incurred. Failure to submit the necessary paperwork and/or documentation in a timely manner may result in non-payment of expenses for that month. In the event any employee is unable to report his/her travel before the end of the reporting period, any extension of the reporting date shall require approval of the Superintendent or his/her designee. Approval of any additional extensions shall be done on a monthly basis.

Any employee or School Board member who submits a false or fraudulent travel claim shall be subject to disciplinary action and the School Board shall be entitled to restitution in full compliance with statutory provisions.

GENERAL GUIDELINES

No employee shall request reimbursement on behalf of any other employee. When two (2) or more employees travel in the same vehicle, only the owner of the vehicle may request mileage reimbursement. The employee requesting the mileage shall list all passengers on the travel reimbursement form. The passenger shall name the owner of the vehicle in which the passenger traveled.

1. Out-of-Parish Travel: All out-of-parish travel by Claiborne Parish School Board (CPSB) employee shall be approved by the Superintendent or designee in

advance using the CPSB *Request for Professional Leave* form (completed in its entirety). The request for approval shall be submitted at least ten (10) days prior to the departure date. The CPSB *Day Trip* form shall be used for reimbursement. The rate of reimbursement shall be the same as that established by the state. The District mileage chart or map mileage should be attached to the form. Meals are not eligible for reimbursement for a Day Trip.

2. Out-of-State Travel: All out-of-state travel by Claiborne Parish Schools' Board (CPSB) employees shall be pre-approved by the Superintendent. After pre-approval, the travel request shall be approved by the Claiborne Parish School Board thirty (30) days prior to departure. After School Board approval, the CPSB *Request for Professional Leave* form shall be submitted to the Superintendent. Written approval of the Superintendent or his/her designee prior to departure shall be required for rental of vehicles. Taxi/ride-share fees may be reimbursed for travel that requires airfare if approved by the Superintendent or his/her designee.

TRAVEL REGULATIONS

Reimbursement for travel expenses shall be in accordance with the following regulations:

1. Transportation:

   Reimbursement for the actual cost of travel; however, the total must not exceed the cost of basic/economy air travel, regardless of the mode of transportation. If travel by automobile, rate of reimbursement shall be the same as that established by the state. All tickets, mileage, etc., shall be computed based on the most direct, feasible route. Reimbursements shall be based on the most cost-effective method of transportation. If extra cost is involved because of personal stopovers, side-trips, etc., such cost is not to be reimbursed. Airplane, bus, or train tickets shall be attached to the request. Due to the volatility of the airline industry, the School Board shall reimburse the traveler for the cost of flight insurance. However, if the traveler cancels for personal reasons, the employee shall be responsible for the entire cost.

2. Lodging:

   Lodging the night before a conference/meeting/event shall be reimbursed if the conference/meeting/event begins at such a time that the employee would be required to depart before 6:00 am.

   Lodging on the last day of a conference shall be reimbursed provided the conference ends at such a time that the employee can provide reasonable evidence that his/her estimated departure time would result in the employee's returning home later than 9:00 pm.

Overnight lodging shall not be allowed unless the destination is more than ninety (90) miles from the school site. Single occupancy rate shall be reimbursed. If a spouse or others occupy the same room, the single room rate shall be indicated on the face of the bill by the hotel or motel. Claim shall then be made on the bill, deducting extra charge for the spouse or guest, unless prior approval for the extra charge is granted by the Superintendent.

Paid, itemized bills shall be attached to reimbursement claims. The hotel receipt shall show a zero-balance due. Tickets charged on credit cards with only total amounts showing shall not be acceptable.

No reimbursement shall be made for Louisiana state taxes. The employee shall be responsible for presenting a tax-exempt form at the time of hotel check-in.

3. Meals:

Meal and incidental rates are based on the GSA meal rates for the 48 contiguous states.

Employees will be reimbursed for meals pursuant to the schedule herein, as follows:

Primary destination	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	$68	$16	$19	$28	$5	$51.00
New Orleans & Out of State	$80	$20	$22	$33	$5	$60.00

Meal rates include taxes and tips, travelers cannot be reimbursed separately for those items.

A deduction of the applicable daily rate from the per diem shall be made for each meal provided as a part of workshops, seminars, or by others.

In accordance with Internal Revenue Service (IRS) regulations, reimbursement made for meals when there is no overnight stay is considered taxable.

1. Meeting Expenses:

   An agenda of the conference/event/meeting shall be attached to all travel reimbursement forms. The agenda shall specify the date, time, and location of the conference/event/meeting. If the agenda does not specify the date and/or location of the conference/event/meeting, other documentation such as the registration form (email) or a confirmation of the registration shall be attached. A copy of the name tag or sign-in sheet for the conference/event/meeting shall be attached to the travel reimbursement form as well.

2. Miscellaneous:

   Reasonable amounts to cover actual cost of tips are allowed; however, there shall be a $10.00 maximum limit for valet parking and taxi/ride share fares. All other necessary expenses shall be reimbursed if supported by detailed listing with proper receipts attached.

3. Exceptions:

   Family expenses, alcoholic beverages, care of clothing, personal telephone, insurance, traffic violation costs, late check out fees, overweight baggage, etc. shall not be reimbursed.

4. Cancellations:

   When a room/registration is prepaid and canceled by the traveler, the Business Department/School shall be immediately notified and confirmation of the cancellation from the hotel/conference shall be sent to the Business Department as soon as it is received.

   If the employee cancels room reservations after the hotel/ conference cancellation deadline or fails to attend the event for which he/she is registered due to personal reasons, then the employee shall be responsible for payment of any room charges billed or not refunded by the hotel/motel to the School Board.

   Under extraordinary circumstances when in the best interest of Claiborne Parish School Board it is necessary that travel be undertaken not in compliance with this policy, approval may be given by the Superintendent if appropriate documentation is presented promptly.

ADVANCED PAYMENT FOR TRAVEL REGULATIONS

1. Advance travel requests may be made through the School Board business manager who shall determine the actual amount to be advanced. This amount shall include only the estimated cost of the hotel, transportation expenses and registration fees.

2. Advance travel shall not be given for in-state trips of three (3) days or less.

3. Those receiving advances of funds for travel shall be required to file an actual expense account with documentation and refund of unused funds to the School Board business office within five (5) days of completion of such trip.

4. Advance travel payment shall not be made when trip reimbursement is being handled from a source other than the Claiborne Parish School Board.

5. Requests for advances shall be submitted in writing at least ten (10) days prior to actual trip to allow time for processing.

6. Payment of balance owed to the individual, if applicable, shall be reimbursed to the individual within ten (10) days of receipt of expense request.

7. Reasonable documented expenses above normal rates may be approved by the Superintendent on a case-by-case basis.

ATHLETIC TRAVEL REIMBURSEMENT FOR PRINCIPALS

The Claiborne Parish School Board shall reimburse high school and junior high school principals for mileage expenses related to athletic travel expenses within budgetary limitations as set by the School Board. Travel expenses shall be limited to those expenses necessarily incurred by principals, or his/her designee, in performance of official responsibilities as may be authorized by the Superintendent. Only mileage expense requests for out-of-parish travel expenses approved by the Superintendent shall be reimbursed. Travel reimbursement requests shall be submitted monthly on official request for reimbursement forms. Budgetary limitations for principal travel reimbursements for high school athletic events and for junior high school athletic events shall be announced by the Superintendent annually following the District's budget adoption process.

Revised: March, 2010
Revised: August 10, 2017
Revised: June 5, 2025

Ref: La. Rev. Stat. Ann. §§17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900; Board minutes, 3-11-10, 8-10-17. 6-5-25.

PURCHASING

All purchasing for the school system to be paid from Claiborne Parish School Board funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Claiborne Parish School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state or federal law, and administrative regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. School Board employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. All purchasing shall comply with the U.S. Department of Education Department *General Administrative Regulations* (EDGAR), the *Louisiana Public Bid Law*, the *Louisiana Code of Governmental Ethics*, the *Louisiana Procurement Code* (if adopted), and applicable state or federal regulations, as applicable.

PROCUREMENT METHOD

USE OF FEDERAL FUNDS

All procurement of materials, supplies and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Section 200, of the Code of Federal Regulations. All procurements using federal funds, in whole or in part, shall employ one of the procedures identified in 2 CFR 200.320, if more stringent that those procedures required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the Louisiana's Office of State Purchasing relevant to the particular adoption(s) may be applicable to the purchase, if more stringent

Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

When spending federal funds, the Claiborne Parish School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Louisiana Economic Development Agency, and Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

Sole Source Purchases

When using federal funds, sole source purchases are appropriate only under the circumstances listed below. These circumstances must be adequately documented.

1. The item procured is only available from a single source;

2. The purchase is in response to a public emergency that will not permit a delay resulting from the competitive process;

3. The purchase is expressly authorized by awarding or pass-through agency in response from the School Board; or

4. After soliciting a number of sources competition is deemed inadequate. Process

must be adequately documented.

Exclusion or Rejection of Quotes or Bids

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the *System for Award Management* maintained by the U.S. Government, which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow the procurement method as authorized by Louisiana law.

Financing Purchases

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. If required, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

Use of State Contract

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also *piggyback,* or purchase materials and supplies on valid contracts of other political subdivisions in accordance with La. Rev. Stat. Ann. §§33:1321-1337 or La. Rev. Stat. Ann. § 38:321.1.

Louisiana Procurement Code

State law authorizes School Boards to adopt all or any part of the *Louisiana Procurement Code* as contained in state statutes (La. Rev. Stat. Ann. ''39:1551-39:1755). For proper and efficient operations, the Claiborne Parish School Board may adopt, by resolution or otherwise, pertinent provisions of the *Louisiana Procurement Code*, accompanying administrative regulations as promulgated in the *Louisiana Procurement Code*, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

Sole Source Provider

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's *Purchasing Rules and Regulations*.

Qualified Group Purchasing Organizations

A *qualified group purchasing organization* means an organization, whether for profit or not for profit, of which two (2) or more public school districts are members and which solicits proposals or bids from vendors of materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school.

Pursuant to La. Rev. Stat. Ann. §38:2212(N), the School Board may enter into an agreement with: (A) one or more School Boards to form a qualified group purchasing organization; or (B) one or more qualified group purchasing organizations for the purchase of materials, equipment, and supplies, including installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for those , equipment, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three (3) months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

The School Board may purchase materials, equipment, or supplies directly from or through a qualified group purchasing organization if either the price is less than that for the same or substantially similar materials, equipment, or supplies on the state contract or bid list, or if the same or substantially similar materials, equipment, or supplies are not under state contract or on the state bid list. Nothing included in this paragraph shall be construed to authorize the School Board to purchase materials, equipment, or supplies from or through an entity or vendor other than a qualified group purchasing organization as defined herein without using a procurement process otherwise provided by state law.

Competitive Online Solicitation

The School Board may use a *reverse auction* or *competitive online solicitation process* on the Internet for the purchase of equipment, supplies, and other materials in lieu of the more formal bid process when the School Board’s procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board.

Prior to the use of a competitive online solicitation process, the School Board may require

that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.

2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.

   The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.

3. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted on the Internet until the closing date and time.

4. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.

5. All bids shall be posted electronically and updated on a real-time basis.

6. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.

7. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for purchases using a reverse auction or competitive online solicitation process shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.

2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

<u>VENDORS</u>

The Claiborne Parish School Board shall seek business and bids from all eligible vendors,

regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the Claiborne Parish School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services or public works contracts.

No employee of the Claiborne Parish School Board shall solicit or accept, directly or indirectly, anything of economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

CREDIT CARDS

The Claiborne Parish School Board may authorize the use of credit cards or procurement cards by authorized personnel to facilitate the purchase of School Board materials or supplies. Only personnel employed by the School Board and authorized by the School Board shall be permitted to use any charge card in the name of the Claiborne Parish School Board. **No** personal usage of any card shall be permitted.

Each person authorized by the School Board shall be issued a credit card in the name of the Claiborne Parish School Board and shall have his/her name and/or picture placed on the issued card, if permitted. Once received, the card(s) shall remain in the possession of the employee/cardholder and he/she shall be held accountable for the card's usage. Documentation (purchase order and/or itemized receipt) shall be required for all purchases, credits or transactions for which the card is used.

The usage of any card issued shall be in accordance with the administrative regulations and procedures outlined by the Superintendent and/or staff. Designated School Board personnel shall be responsible for monitoring all charges, the number and amount of purchases, vendors used, as well as detailed transaction information. Misuse of any School Board credit card may result in discipline, personal liability, and/or criminal prosecution for dishonored, erroneous, or improper charges.

Purchases of gasoline or fuel by credit cards shall be documented with receipt submitted to the business office as soon as practicable following purchase. Documentation of the purchase shall include, at a minimum, vehicle number description, vehicle odometer reading, number of gallons purchased, price per gallon, and signature of person filling vehicle.

Revised: December 8, 2011
Revised: January 8, 2015
Revised: December 8, 2016
Revised: July 13, 2017
Revised: February 7, 2019
Revised: December 10, 2020

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§33:4712.7, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:2219, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 12-8-11, 1-8-15, 12-8-16, 7-13-17, 2-7-19, 12-10-20.

BIDS AND QUOTATIONS

PUBLIC WORKS

The Claiborne Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding $250,000 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the School Board with its own employees.

As an evidence of good faith of the bidder, the School Board shall require bidders for construction, improvement, repair, or other work to attach to the bid submitted, a bid bond, certified check, or cashier's check for not more than five percent (5%) of the contract work to be done. The School Board may require a bid bond or certified or cashier's check of not more than five percent (5%) of the estimated price on bids taken for supplies and materials.

When any bid is accepted for construction or doing any public works, a written contract shall be entered into by the successful bidder and the School Board, and the successful bidder shall furnish a bond in an amount not less than one-half of the amount of the contract, for the faithful performance of his or her duties.

When using state or locally generated funds, under no circumstances shall there be a division or separation of any public work project into smaller projects, which division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder in accordance with statutory provisions.

The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of $30,000 to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, purchases of materials or supplies of at least $10,000, but not more than $30,000, shall be made by obtaining not less than three (3) documented quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The School Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes.

When using state or locally generated funds, purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis.

The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.

In lieu of formal bids, the School Board may use a *reverse auction* or *competitive online solicitation process* for the purchase of equipment, supplies, and other materials, as outlined in policy *DJE, Purchasing*.

EMERGENCIES

In cases of an emergency or extreme emergency when time is not sufficient to advertise for bids for public works or purchase of materials, the School Board or designee is permitted by law to declare through resolution that a public emergency or extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid. However, in such cases every effort shall be made by School Board personnel to secure competitive quotations. The accepted quote shall be confirmed and documented in writing. State law permits a person designated by the School Board to declare the existence of an *extreme public emergency*. This designated person shall be the Superintendent and/or his/her designee. Notices of an *emergency* or *extreme emergency* shall be published in the School Board's official journal within ten (10) days of the emergency being certified by the School Board or designee.

An *emergency* is defined by La. Rev. Stat. Ann. §38:2211 as

> "An unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not admit of the delay incident to advertising as provided in this Part."

An *extreme public emergency* is defined by La. Rev. Stat. Ann. §38:2211 as

> "A catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

BID ADVERTISEMENTS

All advertisements for bids for public works shall appear in the newspaper selected as the

official journal for the School Board, except in emergencies as may be declared by the School Board. Any advertisement for any contract for public works, when published, shall appear once a week for three (3) different weeks in a newspaper in the locality and the first advertisement shall appear at least twenty-five (25) days before the opening of bids.

Any advertisement for any contract or purchase of materials or supplies shall be published two (2) times in a newspaper in the locality, the first advertisement appearing at least fifteen (15) days prior to the opening of bids.

In addition to newspaper advertisements, the School Board shall also publish advertisements and accept bids by electronic media in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum, and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the School Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum cannot be transmitted by fax, e-mail, other electronic means, or hand delivered, the School Board shall be required to postpone the bid opening by at least seven (7) days.

The School Board shall not issue or cause to be issued any addendum modifying plans and specifications within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the seventy-two hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven (7), but not more than twenty-one (21) working days, without the requirement of readvertising. The addendum shall state the revised time and date for the opening of bids.

OPENING OF BIDS

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. However, the School Board shall not accept or take any bids including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service.

BID AWARD

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from or failure to supply information required by the bid documents may result in the bid being rejected as *non-responsive*.

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

DISQUALIFICATION OF BIDDER FOR NON-RESPONSIBILITY

If the School Board proposes to disqualify any bidder for *non-responsibility* (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

1. Give written notice of the proposed disqualification to such bidder, and include in the written notice all reasons for the proposed disqualification;

2. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing to be conducted not later than five (5) business days after the issuance of the notice of the proposed disqualification, at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and

3. Conduct the informal hearing prior to the award of the public work.

No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

EXCLUSION/REJECTION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any a state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and

social services procurement; or the Louisiana Procurement Code.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

Revised: December, 2009
Revised: October 6, 2011
Revised: December 8, 2011
Revised: July 13, 2017
Revised: December 10, 2020

Ref: 2 CFR 200 (*Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards*), 48 CFR 2.101 (*Definitions*); La. Rev. Stat. Ann. §§9:2716, 9:2717, 38:2181, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2241, 38:2251, 38:2271, 39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710; Board minutes, 10-6-11, 12-8-11, 7-13-17, 12-10-20.

STUDENT ACTIVITIES FUNDS MANAGEMENT

Student activity funds are those funds raised or collected for school-approved student groups, gate receipts, and student activity card fees. The Claiborne Parish School Board shall require all student activity funds to be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible.

The principal of each school shall be responsible for all school/student accounts. The principal may assign one or more school staff member(s) to share the responsibility for assuring that accounting records are maintained in accordance with the accounting regulations and procedures of the Board. The principal, however, shall have the ultimate responsibility for supervising the accounting functions to be performed at the building level.

SCHOOL CLUBS AND ORGANIZATIONS

The School Board shall require all activity funds generated by a club, organization, association, class, athletic team, or any other organization within the school to be deposited into a school fund bank account. Separate records of all financial transactions of the school fund account shall be maintained by the principal for each group. No monies shall be drawn on the school fund account without a request for withdrawal which carries two (2) signatures, one of which shall always be the principal's. No withdrawal shall occur unless the check carries the signature of the principal, or the administrator who assumes his/her duties during his/her absence.

The records of the school account shall be reconciled monthly, and a written report shall be prepared by the principal and submitted annually to the Superintendent or his designee, who shall review and consider the report for approval and notify the principal accordingly. The School Board may require and provide for an audit of the school fund of any school within its jurisdiction at any time.

All club or organization related fundraising activities shall be approved by the principal and may be subject to audits from the central office.

BOOSTER CLUBS/OUTSIDE ORGANIZATIONS

Funds generated by an entity outside the school, such as a parents' club, community, business, civic or other similar type of organization, are considered to be independent funds under the exclusive control and supervision of the club or organization. The Board, however, shall require all such funds, when expended for any school function, activity, or purpose, to adhere fully to all state and federal statutory and regulatory provisions.

In addition, the Board may place restrictions on the donation and usage of any monies by an outside source, i.e. club, organization, or entity, to a school or Board-related entity. Specifically prohibited shall be the donation to an individual employee of the School Board anything of economic value in the form of money, personalized articles, automobiles and/or their use, travel, entertainment or vacations. The Board reserves the right to examine the provisions of any and all prospective donations to a school or Board-related entity to ascertain the propriety of the donation.

OTHER FUNDS

Schools may have other fund accounts as part of their school activity funds. Sources of money for these funds may include vending machines, coffee fees, and teacher dues. These funds may only be used to benefit the faculty or school as a whole. Any purchases made from these funds should be done with caution, as restrictions apply to the expenditure of such funds. Any questions about purchases should be directed to the Superintendent or designee for clarification before the purchase is made.

SURPLUS ACTIVITY FUNDS

Any surplus funds in the various school and organizational accounts should be invested in short term treasury bills and/or bank certificates of deposit, whenever possible. Such investments shall always be in accordance with state and federal law.

Ref: La. Rev. Stat. Ann. ''17:81, 17:414.3; *Louisiana Handbook for School*

Administrators, Bulletin 741, Louisiana Department of Education.

CASH IN SCHOOL BUILDINGS

The Claiborne Parish School Board shall direct that no money shall be left overnight in an unlocked safe, nor shall any principal or teacher keep cash in his or her office or classroom overnight. Sound business procedure requires principals, teachers, bookkeepers, and any other person in any school handling funds to forward money to the principal's office on the day of collection, to be deposited on the same day of collection, whenever possible.

Principals and other school personnel shall establish necessary precautions to ensure the safekeeping of all monies under their control, which shall be in compliance with guidelines established by the Superintendent and staff.

Revised: July 11, 2019

Ref: La. Rev. Stat. Ann. §17:95; Board minutes, 7-11-19.

SCHOOL LOANS

The Claiborne Parish School Board shall require that any school contemplating entering into a bank loan, installment obligations, lease agreements or any other financing agreement have approval of the Superintendent or designee before entering into any such obligation. Any school wishing to obtain permission for any indebtedness shall submit a *Request for School Loan* form in accordance with the following procedures:

1. Written requests to enter into debt obligations shall include justification, amount, security required and terms of loan, installment obligation, or lease agreement, and shall be addressed to the Superintendent or his/her designee. Plans for repayment shall also be detailed.

2. The Superintendent or designee shall review the request based upon information presented and either disapprove or tentatively approve it. Final approval shall be dependent on the school's financial status and history regarding repayment plans.

3. Copies of all approved requests along with completed copies of the debt instrument shall be maintained in the Board's business office.

Ref: La. Rev. Stat. Ann. ''17:158.6, 33:2923, 33:4712.7, 39:821, 39:822, 39:1410.60.

BUILDINGS AND GROUNDS MANAGEMENT

It shall be the policy of the Claiborne Parish School Board to require that school properties be maintained in good physical condition. The School Board, therefore, shall instruct the Superintendent to assure that all normal building and grounds maintenance, repairs and improvement functions are an integral part of the administration of the school system, including the regular evaluation for any safety hazards.

The Superintendent shall be vested with a broad range of administrative and supervisory authority relative to the school system's buildings and grounds program. Regular reports shall be made available to the School Board relative to maintenance needs, safety, utility and attractiveness of school plants and grounds within the school system.

The School Board shall not be held responsible for any personal items stolen or damaged on school premises. The School Board shall require principals and/or persons in charge of public school property to prohibit the use, sale, or possession of alcoholic beverages on public school property.

VACANT AND/OR UNOCCUPIED BUILDINGS

Vacant and/or unoccupied premises owned by the School Board shall be properly secured and maintained to prevent unauthorized trespass or injury to the general public. It shall be the responsibility of the Superintendent or his/her designee to assure that any vacant and/or unoccupied property of the School Board has limited access for authorized personnel only and the grounds are maintained regularly.

SMOKING/TOBACCO/MARIJUANA USE ON SCHOOL BOARD PROPERTY

All properties of the Claiborne Parish School Board are essentially a smoke-free/tobacco-free environment.

The use of any tobacco product, smokeless tobacco, or marijuana products in any form, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose. *School Board property* shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Revised: November, 2017 Revised: August 8, 2024

Ref: 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. §§14:91.7, 17:87.6, 17:151, 17:100.6, 17:240, 17:416, 40:4, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21, 40:1563, 40:1578.6, 40:1583; Board b=minutes, 8-8-24.

SAFETY PROGRAM

Employee, student, or visitor accidents are undesirable, unplanned occurrences which cannot be prevented and which often result in bodily harm, loss of time, expensive legal action, property damage, needless cost, and personal pain and suffering. The system-wide program of safety shall be maintained in order to render the school system environment as hazard-free as possible. Provisions of the safety program shall be in compliance with all state and federal guidelines. All available information and assistance shall be utilized to enhance the safety of the school system.

As part of the safety program, the Claiborne Parish School Board shall require regular inspections of the buildings and grounds of each school, by the principal or the building administrator at non-school sites. Quarterly inspections, documented in writing, concerning the condition of all buildings within the system in terms of student, employee, and public care and safety shall be submitted by the principal or building administrator to the Superintendent or designee.

EMERGENCY PREPAREDNESS

Supervisors and school administrators shall acquaint each employee under their charge with the school emergency preparedness guidelines and his/her area of responsibility in the event of emergency. They should supervise, implement and evaluate all on-going disaster preparedness programs for the school or department.

Faculty members shall provide students with instructions in the area of disaster preparedness and participate in disaster preparedness training programs.

Every school should have a well-stocked first aid kit and one or more individuals responsible for it.

Principals and supervisors shall have readily available the phone numbers of the fire department, police department, ambulance service, all bus drivers and substitute drivers.

TRAINING PROGRAM

A safety training program for all new employees shall be conducted by the school or facility administrator or his/her designee. New employees shall receive instruction with regard to the use of personal safety equipment and the source(s) for procuring assistance when needed.

FIRST AID

It shall be the responsibility of the school or the facility administrator to schedule and

implement employee first aid programs that shall provide trained first aid persons at each site. Laboratory instructors, coaches, vocational and shop instructors, cafeteria personnel and maintenance department personnel should undergo first-aid training and continue to maintain their first-aid certification.

A complete first-aid kit shall be placed and maintained in all potentially hazardous areas, such as shops, labs, cafeterias, janitors' rooms, and physical education departments. A log sheet shall be kept at each job site, and all first-aid treatment shall be logged to show the date, name of employee, job title, and reason for treatment and the first-aid service provided.

RECORDKEEPING

Records of injuries are essential to an efficient and successful loss control program. They provide a means for gauging frequency and severity areas of operation for providing information concerning the cause of loss. Therefore, the Claiborne Parish School Board shall require adequate accident and safety records.

Ref: La. Rev. Stat. Ann. ''17:81, 23:1021, 40:1578.6; *Louisiana Handbook for School*

Administrators, Bulletin 741, Louisiana Department of Education.

FIRE PREVENTION

The Claiborne Parish School Board recognizes the need for fire prevention/precaution in order to protect its employees, students, visitors, and property from the hazards of fire. Reducing and/or eliminating the fire hazards in and around the schools and other School Board property should be everyone's responsibility.

As a prerequisite in its fire prevention strategies, the Board shall require inspections by qualified persons of all fire safety and prevention equipment, including but not limited to fire alarm and smoke detection devices at each school under the Board's jurisdiction, as well as all other Board property, at least twice during each school year. All necessary service, repairs, and precautions shall be taken by appropriate persons in a timely manner to assure that all such equipment is in good working order and meets the needs for which it was intended. Employees of the Board may perform the required inspections called for in this policy provided they have received the appropriate training necessary to perform such inspections, and documentation of such training shall be included in the employee's personnel file.

The supervision and implementation of the inspection requirements shall be the responsibility of the Superintendent and/or his/her designee. Reports on all inspections shall be maintained and submitted to the Superintendent and/or designee upon completion of the inspection.

New policy: April 5, 2012

Ref: La. Rev. Stat. Ann. §17:81; *Life Safety Code*, National Fire Prevention Association; Board minutes, 4-5-12.

SCHOOL AND STUDENT SAFETY

The Claiborne Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409.1-17:410).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year, and posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

DEFINITIONS

Risk is imminent means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the event stated in the threat is about to happen.

School is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

Student means any person registered or enrolled at a school.

Threat is credible means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person communicating the threat actually intends to carry out the threat.

Threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

Threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his

safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

MANDATORY REPORTING BY EMPLOYEES

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of potential violence or terrorism, whether through oral communication, written communication, or electronic communication, shall immediately report the threat to a local law enforcement agency, and if the employee is not a school administrator, to school administrators.

Upon being informed of the threat, the school administrator shall make reasonable efforts to attempt to inform all persons who are targets of the threat and shall take all necessary measures to protect their lives and safety.

The school administrator next shall make reasonable efforts to attempt to notify the appropriate personnel within the School District administration.

The school administrator and the Superintendent then shall determine if risk is imminent for any other persons because of the threat, and if so, notify them and make reasonable efforts to attempt to take measures to protect their lives and safety.

The school administrator and the Superintendent then shall determine whether to notify parents of the students at the school.

No person shall have a cause of action against any school employee for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended by the school employee to cause harm to, harass, or intimidate the person(s) named in the report or to deceive law enforcement or school officials.

Reporting Procedures

In addition to the oral reports of threats of violence or terrorism referenced above, and as soon as reasonably possible, employees shall document in writing their reports using a standardized form developed by the Superintendent as part of his/her administrative procedures for reporting threats to school safety. Those reporting procedures, at a minimum, shall include:

1. A standardized form to be used by students and school personnel to report potential threats which requests, at a minimum, the following information:

    A. Name of school, person, or group being threatened.

B. Name of student, individual, or group threatening violence.

C. Date and time the threat was made.

D. Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.

2. A process for allowing school personnel to assist students in completing the standardized form.

3. A process for allowing reporting by an automated voice system.

4. A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.

5. For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If a potential threat to school safety is reported to a law enforcement agency, then the school shall present to that agency at the earliest possible opportunity, the completed form and evidence obtained. If the information suggests an immediate threat, school administrators shall follow procedures provided in the school's *Crisis Management and Response Plan*.

MANDATORY EXAMINATION

If a law enforcement agency, based on its investigation as required by La. Rev. Stat. Ann. §17:409.4, determines that a student's threat is credible and imminent, it shall report it to the district attorney, who may file a petition no later than seven (7) days after receiving such report with the appropriate judicial district court for medical, psychological, and psychiatric examination. Where the district attorney, in his/her discretion, decides not to file the petition or does not file such petition during the requisite period, the student who is the subject of a complaint and investigation shall be permitted to return to school unless the student is charged with assault on a teacher as provided in La. Rev. Stat. Ann. §14:38.2 or battery on a teacher as provided in La. Rev. Stat. Ann. §14:34.3. The school shall permit a student who is the subject of a complaint and investigation to return to school if at any point prior to a hearing the threat is determined not to be credible after an investigation by the school administration, a law enforcement agency, or the district attorney or by order of the court after a hearing unless the student is charged with assault on a teacher as provided in La. Rev. Stat. Ann. §14:38.2 or battery on a teacher as provided in La. Rev. Stat. Ann. §14:34.3. The school administrator shall notify any person who was a target of the threat at least two (2) school days prior to the student's return. The school administrator or his/her designee may conduct a search of the student or his property for weapons upon the student's return.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a healthcare professional not to be dangerous to himself/herself or others. After such a determination, the person shall not be permitted in a school unless he has notified the school administrator of his intent to visit the school and he is notified that the administrator has provided at least two (2) school days' notice regarding the visit to anyone in the school who was directly threatened by the person. The school administrator may deny such person the right to visit the school.

LIABILITY

No person shall have a cause of action against any person for an action taken or statement made in adherence with this policy unless based on conduct that is maliciously, willfully, and deliberately intended to cause harm or harass.

New policy: November 8, 2018
Revised: September, 2019
Revised: August 10, 2023

Ref: La. Rev. Stat. Ann. §§17:236, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5, 17:410; Board minutes, 11-8-18, 8-10-23.

EMERGENCY OPERATIONS PLANS

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 an *Emergency Operations Plan.* The School District shall also have an Emergency Support Coordinator and a Safety and Emergency Team.

DEFINITIONS

Each school shall have an *Emergency Operations Plan* which shall mean 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 any 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. *Emergency Operations Plans* shall not be subject to the Public Records Law.

Each school shall have a *District Safety and Emergency Team* formed by the Superintendent. The team shall include, at a minimum, the Superintendent, a representative from school facilities, transportation, school nutrition, curriculum, student services, athletics, logistics, mental health, medical services, technology, and special education; the emergency response coordinator; the public information officer; and an elementary school principal, middle school principal, and high school principal.

Each School District shall have an *Emergency* response coordinator which shall mean a person selected by the Superintendent who oversees the development of the emergency operations plan and any associated training.

EMERGENCY OPERATIONS PLAN

The focus of the *Emergency Operations Plan* is to prevent the loss of life and the injury of students and teachers and other school employees. The plan shall also address the management of any other emergency situation.

1. The Plan shall be prepared by the principal, jointly with local law enforcement, fire, public safety, emergency preparedness officials, and the District Assessment Team. The Plan shall seek to utilize resources available through the Louisiana Commission on School and Nonprofit Security, R.S. 29:726.5, *et seq;*

2. Each principal shall review and, if necessary, revise, the Plan annually, in consultation with the District Safety and Emergency Team. The principals of the prekindergarten, elementary and middle schools and the District Safety and Emergency Team shall determine whether to consider input from the students enrolled in the schools and their parents, teachers at the school, other school

employees, and community leaders. High school principals must seek and consider input from the students enrolled in the school who shall be represented by either the president of the senior class or the president of the student council and at least one other responsible student selected by the principal;

3. After each annual review and revision, each principal shall then submit such the plan in writing to the Superintendent for approval. The Superintendent shall make an annual report to the School Board on the status of the plan of each school and shall submit a copy of the report to the Louisiana Department of Education and the Center for Safe Schools provided for in La. Rev. Stat. Ann. 29:276.5.1. The Superintendent shall make an annual report to the School Board on the status of the Plan of each school;

4. The Plan shall detail the roles and responsibilities of each school employee and of each local and state public safety and emergency preparedness office. The Plan shall include the relevant coordination agreements, services, and security measures of a school;

5. The Plan shall provide for an all-hazards approach response plan for emergency events including any event with a hostage, an active assailant, or a building l lock-down;

6. The plan shall provide for the notification of parents, faculty, staff, and local public safety officials in the event of a shooting or other violent incident or emergency situation; and,

7. The plan shall provide for the counseling of students by mental health professionals in the event of a shooting or other violent incident or emergency situation, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

EMERGENCY PREPAREDNESS EXERCISES

For purposes of planning, training, and evaluation, emergency preparedness activities conducted by a school shall be classified as either discussion-based exercises or operations-based exercises.

Discussion-based exercises are designed to increase understanding of emergency plans, roles, and decision-making processes without requiring physical response activities or simulated movement of students or staff. These exercises may include orientation or seminars, which introduce emergency plans, roles, responsibilities, and expectations; workshops, which are used to develop, review, or refine emergency plans, procedures, or interagency agreements; and tabletop exercises, in which participants discuss response actions, coordination, and decision-making during a simulated emergency scenario.

Operations-based exercises are designed to test and validate emergency response procedures through action-based activities. These exercises may include drills, which test a single emergency function, such as evacuation, lockdown, or shelter-in-place, but which shall not involve the use of blanks, simulated weapons, or the active participation of community emergency response partners reenacting response actions; functional exercises, which test command, control, coordination, and communication during a simulated incident and may involve limited participation by community partners reenacting their specific response roles, without full deployment of personnel or equipment; and full-scale exercises, which involve a simulated emergency scenario using personnel, equipment, and the coordinated participation of all community partners that would be expected to respond to that specific incident.

Within the first thirty (30) instructional days of each school year, each principal shall conduct a safety drill to rehearse the components of the Plan, including an active assailant scenario. In addition, each school year, each principal shall conduct at least one (1) additional drill during high traffic or transition points in the school day. Not later than seven (7) days after the each drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent. The Superintendent or emergency response coordinator shall provide feedback on the drill to the principal, who shall consider feedback in revising the plan.

Each plan shall provide that:

1. The door of each classroom and other instructional space shall be locked and secured to prevent entry into the room where it is occupied by students, except between class periods when students are moving between classrooms and other instructional spaces. If a classroom or other instructional space is left unlocked or open for any other reason, the door shall be actively staffed by an authorized person standing or seated at the door. That classroom doors shall be equipped with locks in compliance with legislatively enacted code requirements and all fire safety standards promulgated by the office of state fire marshal. Each plan shall provide that a locked door shall not obstruct egress. “Locked and secured” means that no devices or obstacles are present which would prevent the door locking mechanism from being fully engaged as a vision of the designed or intended.

2. That bleeding control kits shall be placed in easily accessible locations in each school; and,

3. The principal shall designate employees to be trained in the proper use of a bleeding control kit and in traumatic injury response.

A person acting in good faith who administers aid for a traumatic injury, including through the use of a bleeding control kit, shall be immune from criminal and civil liability for the administration, unless personal injury results from the gross negligence or willful or wanton misconduct in the administration of aid.

Each school year, each principal shall be responsible for providing a workshop, which may be incorporated into a meeting or training session held for another purpose, for all teachers and school employees pertaining to the plan and shall involve local law enforcement, fire, public safety, and emergency preparedness officials in the preparation and presentation of the training. The training shall include an active assailant exercise. The training shall be reported to the Superintendent and the state Department of Education.

Each principal shall keep a copy of the approved plan in his office. The plan shall be accessible to the state Department of Education and Louisiana Center for Safe Schools upon request. The principal shall provide a copy to the following individuals, each of whom shall be responsible for keeping in his respective office a copy of the plan that is readily accessible in the event of a school shooting or other violent incident or emergency situation:

1. The President of the School Board;

2. The Superintendent; and,

3. The chief of police of the municipality or the sheriff of the parish where the school is located, as applicable, as well as the local fire chief whose office is in closest geographic proximity to the school.

The School Board may adopt rules and regulations as it deems necessary to provide for the implementation of the provisions of this Plan.

Each school shall complete an annual school safety questionnaire developed and distributed by the Louisiana Center for Safe Schools in partnership with the Louisiana Department of Education. The questionnaire shall request information related to the school's compliance with plan requirements, completion of required drills, and identified needs related to emergency response and preparedness. Upon completion of the school-level questionnaire by each school, the School Board shall complete a district-level questionnaire. Both the school-level and district-level questionnaires shall be submitted to the Department and the Center at a date and frequency to be determined.

SCHOOL MAPPING DATA

Upon preparing a school crisis management and response plan in accordance with La. Rev. Stat. Ann. §.17:416.16 the School Board, or a vendor, shall submit a copy of the most recent blueprints and school mapping data of each school building and facility in the school system, to each local law enforcement agency with jurisdiction over any portion of the school governing authority, each local and state public safety and emergency preparedness office, the Louisiana Center for Safe Schools, and to the school's office for use in response to emergencies.

All aspects of the school mapping data shall be collected, produced and stored within the United States of America.

For the purposes of this section, the following terms shall have the following meanings:

First responders means local, state, and federal law enforcement agencies, fire, public safety, and emergency preparedness officials.

School mapping data means information provided in an electronic or digital format to assist first responders in responding to emergencies at public schools.

The school mapping data provided shall do all of the following:

1. Be compatible with software platforms used by local, parish, state, and federal public safety agencies that provide emergency services to the specific school for which the data is provided without requiring such agencies to purchase additional software or requiring a fee to view or access the data.

2, Be compatible with security software platforms in use by the specific school for which the data is provided without requiring public safety agencies or school districts to purchase additional software or requiring a fee to view or access the data.

3. Be available in a printable format.

4. Be verified by the entity producing the data for accuracy by a walk-through of school buildings and grounds.

5. Be oriented true north.

6. Be overlaid on current aerial imagery.

7. Contain site-specific labeling that matches the structure of school buildings including room labels, hallway names, and external door or stairwell numbers and locations of hazards, critical utility locations, key boxes, automated external defibrillators, and trauma kits.

8. Contain site-specific labeling that matches the school grounds including parking areas, athletic fields, surrounding roads, and neighboring properties.

9. Be overlaid with gridded "x" and "y" coordinates.

School mapping data shall not be modified or updated independently without corresponding updates to school mapping data within software platforms used by local, parish, state, and federal public safety agencies that provide emergency services to the

specific school.

Blueprints, school emergency operations plans, and school mapping data of public school buildings or facilities shall not be subject to the Public Records Law.

OTHER EMERGENCY DRILLS

The Claiborne Parish School Board shall require other procedures 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 other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

Revised: October 10, 2013
Revised: August 10, 2023
Revised: November, 2025
Revised: October 15, 2026

Ref: La. Rev. Stat. Ann. ''17:416.16, 17:416.16.1, 29:726.5, 29:726.5.1, 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, 10-10-13, 8-10-23, 10-15-26.

SCHOOL CLOSING AND CANCELLATION

The Superintendent shall be authorized by the Claiborne Parish School Board to announce the closing of schools if prevailing or potential hazards threaten the safety and well-being of pupils, staff, or school property. Public announcements and releases to news media shall be made or approved by the Superintendent or designee.

EMERGENCIES

If students have reported to school and an emergency arises during the school day, students may be dismissed early. Such dismissal shall be only by direction of the Superintendent. In the event of dismissal during the school day, all educational and building employees are to continue their work, unless otherwise notified by the Superintendent. The Superintendent's office will notify news media and other such persons and organizations as necessary of the decision to dismiss early. In cases where students are dismissed early, teachers are expected to supervise all students under their jurisdiction until they have departed from the school campus.

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

BUILDING AND GROUNDS SAFETY INSPECTIONS

Safety inspections are one of the primary means of locating accident causes. They determine the safeguards necessary to remove hazards from the workplace. As such, inspections are valuable in controlling accidents.

Inspections are not conducted to find out what is wrong, but conducted to be helpful and bring the operations up to acceptable standards resulting in a safer work environment.

Physical premises safety inspections must be done by the department supervisor, principal, or designated person appointed by the principal on a monthly basis. The Superintendent or his/her designee shall conduct inspections annually or as deemed necessary. Their primary function is to observe and correct unsafe acts and conditions. The principal of the school will sign for approval on all inspections before the form is sent to the Superintendent or designee.

Premises inspection must be made utilizing the Claiborne Parish School Board self-inspection checklist with corrective action taken as indicated. Other inspections must be conducted in target areas, i.e., high frequency areas, areas subject to heavy public exposure, etc. Suggested items inspected should include: housekeeping, fire protection, security, hand tools, lift equipment, machine guarding, etc.

Ref: La. Rev. Stat. Ann. §§17:81, 40:1578.6.

HAZARDOUS SUBSTANCES

The Claiborne Parish School Board, in its efforts to contain and control the dangers of hazardous substances, authorizes the Superintendent or his/her designee to establish and maintain administrative regulations and procedures which address the purchase, storage, handling, use, transportation, and disposal of hazardous materials for all school facilities and operations including instructional areas. Emergency response actions and evacuation plans shall also be coordinated with the procedures.

Administrative regulations and procedures shall be in accordance with all applicable federal and state laws and regulations which pertain to the safe and proper storage, transportation, and disposal of hazardous materials.

PESTICIDES

The Claiborne Parish School Board recognizes that the exposure of school children to pesticides poses known and unknown risks to their health and well-being. Therefore, the School Board shall prepare or cause to be prepared, and submit to the Department of Agriculture and Forestry on or before August first of each year a single comprehensive integrated pest management plan for all schools under its jurisdiction that applies integrated pest management strategies of pest prevention methods and strongly recommends the least toxic methods of control for grass and weed control, and rodent and general pest control in, on or around school structures and grounds. Any deviation from the submitted annual pest management plan shall be delivered in writing to the Director of Pesticide and Environmental Programs, *Department of Agriculture and Forestry* no later than twenty-four (24) hours prior to any pesticide application. Records of inspections, identification, monitoring, evaluations, and pesticide applications shall be maintained by the schools and submitted with the annual pesticide management plan to the department annually.

In addition to a comprehensive pest management plan, the School Board, in accordance with statutory provisions shall:

1. Assure that the application of any herbicide, rodenticide, insecticide or restricted use pesticide, in, on, or around structures or grounds of schools that provide education to pre-kindergarten through twelfth grade classes shall be done by or under the supervision of a certified commercial applicator.

2. Require each school to maintain a hypersensitive student registry listing the names of students whose parents have submitted a written statement to the school which shall include but not be limited to the student's name and address, parent's or guardian's signature, name and address, and a written medical verification by a licensed physician which includes the physician's signature, name and address.

3. Require that schools shall use, whenever possible, the least toxic method of pest control. The least toxic method of pest control may include methods other than the application of pesticides. A restricted use pesticide shall be applied to a school building or on school grounds only during periods in which students are not expected to be present for normal academic instruction or organized extracurricular activity for at least eight (8) hours after the application.

4. Require each school to keep a written record of restricted use pesticides used to control pests, with an entry of pertinent information about the application being recorded after each application. The written record shall be kept in each school and shall be available for inspection during school hours.

5. Employ at least one (1) certified commercial applicator if the system has less than ten (10) schools or at least two (2) certified commercial applicators if the system has ten (10) or more schools.

Revised: February 11, 2016
Revised: September 8, 2016

Ref: La. Rev. Stat. Ann. §§3:3381, 3:3382, 3:3383, 3:3384, 3:3385, 3:3386, 3:3387, 3:3388, 3:3389; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-11-16, 9-8-16.

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN

The Claiborne Parish School Board directs that each elementary, middle and high school shall have an Automated External Defibrillator (AED) on its premises in an easily accessible location. Each school shall have the authority to accept donations of AEDs or funds to acquire AEDs.

Any expected AED user (those designated by the Superintendent or principal to render emergency care at that school) shall receive appropriate training in the use of AEDs from any nationally recognized course in cardiopulmonary resuscitation (CPR) and AED use. All training of personnel in the use of AEDs shall be fully documented.

The School Board shall notify a local provider of emergency medical services (such as a 911 service, local ambulance service, or fire department) of the acquisition, location, and type of any AED device.

This policy shall not create an obligation to use an AED, nor is it intended to create any expectation that an AED will be present or that a trained employee will be present and/or able to use an AED, if a condition arises making the use of an AED beneficial.

In addition to the civil immunity provided to persons rendering emergency assistance as provided by law, any person or entity which provides training in CPR and in the use of an AED and any expected AED user shall not be liable for any civil damages arising from any act or omission of acts related to the operation of or failure to operate an AED that do not amount to willful or wanton misconduct or gross negligence.

INTERSCHOLASTIC ATHLETIC EVENTS

Any elementary, middle, or high school that sponsors an interscholastic athletic event shall have an AED and a trained AED user who is also trained in first-aid CPR at the event.

Each elementary, middle, and high school shall have a "cardiac emergency response plan". For purposes of this Subparagraph, a "cardiac emergency response plan" means a written document that establishes the specific steps to reduce death from cardiac arrest at an interscholastic athletic event.

A school cardiac emergency response plan shall be prepared by each principal jointly with local emergency responders. The plan, which shall focus on preventing the loss of life, shall integrate at a minimum the following guidelines:

1. Establishing a cardiac emergency response team.

2. Activating the team in response to a sudden cardiac arrest.

3. Implementing AED placement and routine maintenance within the school.

4. Maintaining ongoing staff training in CPR and AED use.

5. Practicing using drills.

6. Integrating local EMS with the plan.

7. Annually reviewing and evaluating the plan.

COMPLIANCE

Schools shall be in compliance with all regulations for training, use and maintenance of AEDs as established by the Louisiana Department of Health.

New policy: January 10, 2013
Revised: December 8, 2016
Revised: January 11, 2024

Ref: La. Rev. Stat. Ann. §§9:2793, 17:81, 40:1137.3, 40:1236.12, 40:1236.13; Board minutes, 1-10-13, 12-8-16, 1-11-24.

PUBLIC HEALTH EMERGENCY

When a declared public health emergency exists, the Claiborne Parish School Board shall grant the Superintendent broad authority to develop, implement, and maintain administrative regulations and procedures necessary to protect employees, students, and others from the conditions giving rise to the declared emergency.

In the development and implementation of necessary administrative regulations and procedures for safely reopening schools and for maintaining the safety of employees, students, and others when schools are open during a health emergency, the Superintendent and staff shall rely upon the practices, guidelines, and suggestions of the Louisiana Department of Education in coordination with the Louisiana Department of Health and Hospitals.

New policy: July 30, 2020
Revised: September 7, 2023

Ref: La. Rev. Stat. Ann. §17:81, 17:439.1, 17:3391; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes, 7-30-20, 9-7-23.

BUILDINGS AND GROUNDS SECURITY

It is the policy of the Claiborne 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 Claiborne 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 may 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, with the assistance of law enforcement personnel, 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: October 10, 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, 2-5-09, 10-6-11, 10-10-13.

VANDALISM, THEFT, AND ARSON

The Claiborne Parish School Board recognizes that acts of vandalism, theft, and arson are crimes against the community. Every student, employee, and citizen of the parish is urged by the Board to cooperate in reporting any incidents of vandalism, theft, and arson of property belonging to the system and the name(s) of the person or persons believed to be responsible.

The Board declares that all acts of vandalism, theft, and arson of property belonging to the Board or property contracted by the Board shall be prosecuted to the fullest extent possible under the law.

Every effort shall be made to recover damages from adult vandals or from the parents of juvenile vandals to cover the theft of equipment or the destruction of school property. This shall apply not only to damage as a result of breaking and entering at nights or during holidays, but also to damage done to school property by pupils during the course of the school day, over and above normal wear and tear.

It shall be the responsibility of the building level principal or other administrator in charge of any school or other facility to:

1. Call the sheriff's department or local police department to request an investigation at the time of discovery of any act of vandalism, theft, or arson.

2. Report by telephone to the Superintendent or his/designee all incidents of vandalism, theft, or arson and to submit a written report thereof within twenty-four (24) hours of any such incident to include a description of the damages, identification of perpetrators if known, sheriff's department or police department report number and any suggested measures to prevent reoccurrence of similar incidents.

It shall be the responsibility of the Superintendent or his/her designee to:

1. Provide cooperation between all responsible administrators and those agencies responsible for detection, apprehension and prosecution of persons committing acts of vandalism, theft, or arson.

2. Sign a criminal complaint and to press charges against perpetrators of vandalism, theft, and arson of any school property.

3. Provide full a reporting of all acts of vandalism, theft, and arson to the Board.

4. Recommend to the Board any action which may be needed to help reduce the incidents of vandalism, theft, and arson.

Ref: La. Rev. Stat. Ann. §§17:81, 17:416, 17:416.1.

VIDEO/AUDIO MONITORING OF SCHOOL BOARD PROPERTY

The Claiborne Parish School Board shall authorize the use of School Board owned and/or installed video and audio cameras on any School Board property, buildings, or facilities and/or vehicles in an effort to ensure the health, safety, and welfare of all staff, students, and visitors to the school, and to safeguard School Board facilities and equipment.

The School Board shall notify employees, students, and/or visitors through appropriate methods that video monitoring/surveillance may occur on School Board property, in buildings and facilities, as well as campuses, parking lots, and school grounds belonging to, leased, or used by the School Board, or on any vehicle owned, leased, or used to transport students or for conduction of School Board business, or at any school sponsored event, activity, or function.

Notification shall also include the erection of clearly marked, written signs prominently displayed near the main entrance of school buildings, School Board property and facilities.

INSTALLATION AND OPERATION OF EQUIPMENT

Video and audio cameras may be installed in identified public areas where monitoring/surveillance is deemed necessary as determined by the Superintendent or his/her designee, but placement shall not be allowed where students, employees, or the public has a reasonable expectation of privacy, such as inside locker rooms and adult and student restrooms.

Monitor/surveillance equipment installed in outdoor areas shall monitor only those areas designated and shall not be directed to look through windows of adjacent buildings or onto adjacent property, whenever possible. Video monitors (reception equipment) shall be located in strictly controlled access areas. Only authorized and designated personnel shall have access to the reception equipment and area and monitors shall not be located as to permit public viewing.

The use of video and audio monitoring/surveillance equipment on school grounds shall be supervised and controlled by the building administrator and/or his/her designee, in conjunction with the Superintendent and/or his/her designee. Video recordings made at the schools or other facilities shall be maintained by the building administrator. Video monitoring/surveillance equipment shall be operated on a twenty-four (24) hour, seven (7) day a week basis.

Staff personnel permitted access to the video and audio monitoring/surveillance system and equipment shall be required to follow all operational regulations and procedures developed in accordance with this policy. Staff and students shall be prohibited from unauthorized use, tampering with, or otherwise interfering with the placement or

operations of the video and audio monitoring/surveillance equipment and system and shall be subject to appropriate disciplinary action including termination or expulsion.

The School Board shall provide reasonable safeguards, including but not limited to, password protection, network security, and control of physical access to protect the monitor/surveillance systems from vandals and unauthorized users. Proper training shall be provided for authorized users.

VIDEO/AUDIO RECORDINGS

Recordings made through the School Board's video/audio monitoring/surveillance system shall be confidential. The video recordings may only be viewed by the Superintendent and/or his/her designees. In the event a video recording reveals activity the Superintendent believes violates School Board policies or state or federal law, the Superintendent may turn over such video recordings to applicable law enforcement authorities. Individual(s) on such video recording who are violating statute or School Board policy shall be subject to appropriate disciplinary action.

Video and audio recordings shall be retained by the School Board for no less than thirty (30) days and no more than ninety (90) days, provided that the recordings may be kept for a longer period if the recordings reveal activity the Superintendent believes violates School Board policies or state or federal law. Video and audio recordings not retained for more than ninety (90) days shall have their images erased or taped over.

The Superintendent or his/her designee shall take steps as deemed appropriate to prevent unauthorized persons from accessing the recordings. Video/audio recordings (tapes or other storage devices) shall be stored in a secure, locked location in a controlled access area at the school or facility where maintained that will also protect the recordings from damage by fire or water. Each storage device shall be dated and labeled, whenever possible. Access to storage devices shall be limited to authorized, designated personnel only.

The School Board shall take precautions to ensure that student privacy shall be protected. Viewings of the recordings shall be limited to the appropriate school officials, law enforcement officials investigating an incident, and, upon request, a bona fide news gathering organization covering an incident, and the parent or legal guardian of a recorded student if there was an incident involving that student.

The Superintendent shall set and maintain procedures regarding the requests to review recordings by parents/legal guardians or bona fide news gathering organizations.

A log shall be maintained that provides details of all access to, and use (viewing) of any recorded material.

Video recordings may become a part of a student's educational record or employee's

personnel file. The School Board shall comply with all applicable state and federal laws and School Board policies related to the recording's maintenance and retention.

Video/audio recordings may be copied, distributed to, and viewed by public safety agencies, School Board safety and security personnel, the parish District Attorney, and/or appropriate law enforcement personnel, when approved by the Superintendent or his/her designee, or when subpoenaed for any court proceedings. Video recordings shall not be viewed by, copied, or released to any other person or agencies not referenced above except when specifically authorized by the Superintendent.

The provisions of this policy shall not affect a parent's or legal guardian's right to access video recordings from cameras in special education classrooms pursuant to La. Rev. Stat. Ann. §17:1948.

ACCESS TO PERSONAL INFORMATION

Generally, video and audio recordings made through the School Board's video monitoring/surveillance system shall not be considered public record. Access, however, to personal information contained in any recordings may be granted in whole or in part to an individual upon submission of a properly executed subpoena.

The School Board's surveillance and security video recordings shall not be considered "personally identifiable information" as defined by La. Rev. Stat. Ann. §17:3914.

Revised: October 5, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 17:3914, 44:3.1.1; Board minutes, 1-5-06, 10-5-23.

AUTHORIZED USE OF EQUIPMENT

SHARING OF EQUIPMENT BETWEEN PUBLIC ENTITIES

Notwithstanding any other provisions of law to the contrary, the School Board may share equipment with another public entity without having to expend funds for such use, provided that both entities have executed a *cooperative endeavor agreement* for the use of the equipment.

The cooperative endeavor agreement shall set forth in reasonable detail the obligations of the parties and shall:

1. Identify the equipment that will be shared.

2. Explain the use of the equipment and the approximate length of time for use of the equipment by the requesting public entity.

3. Address the responsibility for repairing or replacing the equipment when the equipment becomes inoperable for its intended use due to a mechanical or other breakdown while in the possession of the requesting public entity.

4. Include a hold harmless provision releasing the lending public entity from expenses, damages, or losses arising from the use of the equipment.

When an emergency situation is declared and public entities need to share equipment, execution of a cooperative endeavor agreement shall not be required, provided the public entities share the equipment in good faith relative to the emergency situation.

PERSONAL USE OF SCHOOL EQUIPMENT

It is the policy of the Claiborne Parish School Board that no School Board equipment shall be removed or taken home for personal use. Any employee who has a need to take equipment home or to another site for school-related purposes shall obtain written permission from his/her principal, supervisor or Superintendent. A copy of the approval shall be maintained on file in the appropriate office for three (3) years. Equipment used in this manner shall be returned to its assigned work location and the date of return shall be noted on the approval form.

Revised: January 11, 2018

Ref: La. Rev. Stat. Ann. §§17:81, 33:4712.18; Board minutes, 1-11-18.

EQUIPMENT MAINTENANCE

The Claiborne Parish School Board shall be responsible for the maintenance, repair, and care of any unused school site, building, facility or personal property in the control of the School Board. The School Board shall delegate responsibility to the Superintendent to properly maintain all such property. The Superintendent shall make sure that the care of such property complies with applicable laws, ordinances and regulations, including building and fire safety code regulations, until such property is sold, leased or otherwise disposed of by the School Board.

Ref: La. Rev. Stat. Ann. '17:87.6.

STUDENT TRANSPORTATION MANAGEMENT

The Claiborne Parish School Board shall provide to eligible students school transportation services which shall meet the objectives of safety, efficiency, adequacy, and economy. Through the use of publicly and privately owned buses, the School Board shall maintain a student transportation program that shall conform to or exceed minimum standards as set forth by pertinent statutes and the Louisiana Department of Education, as well as regulations established by the School Board and those outlined in the School Board's *Bus Driver Handbook.* It shall be unlawful for the School Board to permit the transport at one time a number of children on a school bus that exceeds the number of seats available on that bus.

All vehicles, owned by either the school district or contract bus drivers, shall carry evidence of insurance and be registered, marked, and equipped according to law. Contract bus drivers who purchase their own insurance shall be required to annually submit to the Superintendent or designee proof of proper and valid insurance coverage prior to any usage of the bus. The minimum amount of liability coverage required by contract bus drivers shall be as set by the School Board. Should any coverage aspects or insurance policy provisions change during the year, the bus operator shall notify the Superintendent or designee immediately, but no later than twenty-four (24) hours of receipt of notification.

All school buses used to transport students shall be driven by personnel possessing a current and valid Commercial Driver's License (CDL) and having completed state required pre-service certification training. All school bus operators, including contract bus operators, shall be required to personally operate the school bus assigned or owned, except in the case of illness or emergency. In such cases, a substitute shall be assigned by the Superintendent or designee.

School Activities

The use of any van, cargo or passenger, in any capacity, for the purpose of transporting students to and from any school-related activity shall be prohibited. However, the use of Multifunction School Activity Buses (MFSAB) is allowed for transporting students to activities. Although classified as buses, they may not be used for transporting students between home and school bus stops.

INSPECTIONS

All buses and other vehicles used primarily for the transportation of students shall be inspected by the assigned driver and the Superintendent or designee on a regular basis. All school vehicles shall be inspected a minimum of twice a year, once during June, July, or August, and certified as safe prior to the beginning of the school session, and once during December, January, or February of each school year, by an approved Louisiana

Motor Vehicle Inspection Station. Buses fifteen (15) years of age or older shall be inspected more frequently than other buses to assure effectiveness of operation and safety of students. No bus shall be operated without a proper inspection tag certifying that a bus has met or exceeded minimum safety standards.

BUS PURCHASES

It is the policy of the Claiborne Parish School Board that any used school bus purchased for use in the system shall meet current statutory requirements for motor vehicles and shall meet Louisiana specifications for school buses that were in effect on the date the vehicle was manufactured. All bus purchases shall require prior approval of the School Board.

School buses used to transport students, including activity and backup buses, shall not be more than twenty-five (25) years old. All replacement school buses, at the time they are acquired by the owner, shall be ten (10) or less model years old. The number of years shall be reckoned from the date of introduction of the model year. This shall apply to buses purchased by veteran owners/operators, by newly hired owners/operators and by the School Board, individual schools, booster clubs, etc., for the purposes of transporting children to and from school and school-related activities and for use as spare buses.

When a new bus is purchased or the ownership of a bus is transferred, the driver shall assure in writing that the bus is in compliance with all requirements contained in applicable laws and school district regulations. All buses so purchased shall be required to satisfactorily pass all mandated inspections prior to any usage.

Revised: September 7, 2023

Ref: La. Rev. Stat. Ann. §§17:158, 17:158.1, 17:158.2, 17:158.3, 17:158.4, 17:158.5, 17:158.6, 17:158.7, 17:159, 17:159.1, 17:159.2, 17:160, 17:161, 17:162, 17:163, 17:164, 17:165, 17:166, 17:492, 32:293, 32:378; Olive Morgan v. Livingston Parish School Board, First Circuit Court of Appeals, March 1991; *Louisiana School Transportation Specifications and Procedures*, Bulletin 119, Louisiana Department of Education; Board minutes, 9-7-23.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The Claiborne Parish School Board recognizes that there are times in which private vehicles are used to transport students to and from school sponsored events. The Board directs that such transportation services shall only be utilized in emergency situations as authorized by the principal. Otherwise, proper student transportation, i.e., Board owned or operated vehicles, shall be used. The use of any van, cargo or passenger, in any capacity, for the purpose of transporting students to or from any school-related activity shall be prohibited.

When private vehicles are to be used to transport students, such vehicles shall be chosen in advance of the anticipated usage, whenever possible. In situations where private vehicles are to be used for transporting students to school related activities, the following guidelines shall be adhered to:

1. The driver of a vehicle should be restricted to a teacher, parent, or legal guardian.

2. All students shall have written permission from their parent or legal guardian to travel with the group on file with the principal or his/her designee prior to any travel.

3. The number of students transported shall be limited to the recommended capacity of the vehicle. Seat belts shall be available for every passenger and each occupant of the vehicle shall buckle with the appropriate seat belt.

4. A photocopy of a valid driver's license of the driver(s) and insurance card of the vehicle shall be submitted to school personnel by the intended driver. A minimum insurance coverage shall be required for any personal vehicles used to transport students. Appropriate documentation shall be made that the driver of the vehicle and the vehicle's owner are aware that their insurance shall be the first line of defense in the event of an accident.

5. Prior to the use of the vehicle, written permission shall be given by the driver and/or owner of the vehicle to enable School Board personnel to obtain a complete motor vehicle driving record of the driver and/or owner of the vehicle.

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

RESPONSIBILITY FOR VEHICLE OPERATION

BOARD-OWNED OR LEASED VEHICLES

The Claiborne Parish School Board shall require that **only** authorized employees with valid drivers' licenses be allowed to operate and drive vehicles owned or leased by the Board. *Authorized employees* shall be those employees whom the school system has authorized to drive Board-owned or leased vehicles after having their driving records and insurance qualifications examined for acceptability by School Board staff.

The School Board requires the highest possible standards of safety of its employees in the operation of vehicles owned or leased by the School Board. Accordingly, no person may be hired or employed for any position which includes duties involving the operation of a School Board owned or leased vehicle who has a motor vehicle record with violations for driving while intoxicated or under the influence, leaving the scene of an accident, or other serious motor vehicle violations, nor whose driver's license is suspended.

ARRESTS OR CITATIONS FOR MOTOR VEHICLE VIOLATIONS

A *school bus operator* shall report his/her arrest for violation of any law or local ordinance that prohibits operating a vehicle while under the influence of alcohol or any abused substance or controlled dangerous substance set forth in the drug schedules enumerated in La. Rev. Stat. Ann. '40:964. *School bus operator* shall mean any employee of the School Board whose duty is to transport students in any school bus or activity bus to and from school or to and from any school-related activity.

The report shall be made by the operator to the Superintendent or his/her designee. Such report shall be made within twenty-four (24) hours of the arrest or prior to the operator next reporting for his/her work assignment as a school bus operator, whichever time period is shorter. Such report shall be made by the school bus operator regardless of who owns or leases the vehicle being driven at the time of the offense for which the operator was arrested and regardless of whether the operator was performing an official duty or responsibility at the time of the offense.

A school bus operator who fails to report his/her arrest for violations of operating a vehicle as noted above shall be terminated by the School Board if the operator is serving a probationary term of employment, or shall be subject to removal as provided for by state law if the operator is tenured. If the bus operator is tenured, written and signed charges alleging such failure to report violations shall be brought against the bus operator.

Any employee of the school system employed for any position which includes duties involving the operation of a School Board owned or leased vehicle, or operating a

private vehicle while conducting Board-related business, shall report by telephone and in writing to the Supervisor of Transportation, any citation, summons, or arrest for driving while under the influence of drugs or alcohol, driving while intoxicated, leaving the scene of an accident, driving while license is suspended, or other serious motor vehicle violations. Such report shall be required whether the usage is of a district owned or leased vehicle or a personal/private vehicle. Failure to report any such violations within twenty-four (24) hours after any arrest or citation shall be a violation of this policy and subject the employee to discipline including the possible termination of employment. All reports to the Supervisor of Transportation shall be forwarded to the personnel office for appropriate disciplinary action and reporting to the School Board's insurer. If denied coverage by the insurer, an employee may be terminated.

In the event a citation, summons or arrest involves the operation of a School Board owned or leased vehicle, the driving privileges of an employee may be immediately removed. For an employee whose primary duty is the driving of a School Board owned or leased vehicle, the employee may be suspended by the School Board with or without pay, or terminated if the violation results in conviction.

MOTOR VEHICLE DRIVING RECORD

The Supervisor of Transportation shall, at a minimum of twice a year, submit a list of employees who drive School Board owned or leased vehicles to the Louisiana Department of Motor Vehicles for verification of driving records and for updating information provided to the insurer.

USE OF BOARD-OWNED SCHOOL BUSES

All contract bus drivers who use Board-owned buses when their buses are not in operating order shall be charged the amount received by those drivers for the state allowed expenses. The Claiborne Parish School Board shall provide gas and other maintenance.

Revised: October 6, 2011

Ref: La. Rev. Stat. Ann. ''14:32.1, 14:32.8, 14:39.2, 14:98, 14:98.1, 14:98.2, 14:100, 17:81; *Student Transportation Handbook*, Bulletin 1191, Louisiana Department of Education; Board minutes, 10-7-10, 10-6-11.

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

The Claiborne Parish School Board recognizes that employees may need to use their own vehicles for business related travel. In order to use such vehicles employees shall be required to maintain adequate automobile insurance in limits stipulated by the Board. Verification of such coverage shall be submitted to the Board in order to be eligible for Board reimbursement of travel expenses.

Ref: La. Rev. Stat. Ann. §§17:81, 32:861, 32:900.

STUDENT TRANSPORTATION SAFETY PROGRAM

The Claiborne Parish School Board recognizes the responsibility of school bus operators and the need for bus operators to practice extreme caution in transporting children to and from school. Therefore, the School Board shall require the implementation, maintenance, and observance of a transportation safety program.

VIDEO EQUIPMENT ON SCHOOL BUSES

As a means to help ensure safety and proper conduct on School Board owned and/or contracted school buses, it shall be the policy of the Board that video surveillance equipment be allowed and/or required when such equipment is requested and approved by the Supervisor of Transportation, and operated under rules and regulations established by the Superintendent.

The purchase and installation of such equipment shall be the responsibility of the Board for Board owned buses, or of the contract drivers for their buses. Ownership of the equipment, including the housing thereof, shall remain with the Board or contract driver.

Strict adherence to laws and rules of confidentiality shall be maintained in the viewing of tapes and use of equipment to assure compliance with laws and regulations regarding the privacy rights of students and employees.

USE OF CELLULAR TELEPHONES

The School Board may authorize the issuance of cellular telephones to all bus drivers. However, no person shall engage in a call on a cellular telephone or similar device while driving a school bus. The use of cellular telephones by school bus operators may be authorized in an emergency situation involving:

1. An emergency system response operator, 911 safety dispatcher, or school administrator;

2. A hospital or emergency room;

3. A physician’s office or health clinic;

4. An ambulance or fire department rescue service;

5. A fire department, fire protection district, or volunteer fire department;

6. A law enforcement agency.

DAILY TRIP INSPECTIONS

Before beginning, during, and after completing each assigned route, trip, or individual run daily, the bus driver shall conduct pre-trip, en route, and post-trip inspections of the vehicle and its special equipment to check for passengers, special equipment, medication, etc. that may have been left on the bus. Before the driver exits the bus after any trip or individual run, the driver shall immediately perform a post-trip inspection of the interior of the bus for children or other passengers that may have remained on the bus. The driver shall employ any means necessary to check for children who may be under seats. The driver shall also check for damage to seats, and articles left on the bus. Failure to check for children left on the bus may result in discipline of the driver, up to and including termination.

Revised: December, 2008

Ref: La. Rev. Stat. Ann. §§32:289, 32:398, 32:871; *School Transportation Handbook*, Bulletin 1191, *Minimum Standards for School Buses*, Bulletin 1213, *Operational and Vehicle Maintenance Procedures*, Bulletin 1475, Louisiana Department of Education; Board minutes, 2-5-09.

CARPOOL AND BUS LINE SAFETY

The Claiborne Parish School Board shall require safety rules for carpool and bus lines at any school that includes any of the grades kindergarten through five. The safety rules shall require, but not be limited to, the following:

1. Students shall remain a safe distance from the pick-up area behind something material or immaterial intended to block passage, as deemed appropriate for the particular school building.

2. Students shall wait in the pick-up area and wait for vehicles to come to a complete stop.

3. A student being dropped off shall remain in the appropriate passenger restraint until the vehicle in which he/she is a passenger comes to a complete stop.

4. A student in grades kindergarten through three shall be accompanied by a school employee while he/she is walking to and from a pick-up area.

New policy: August 10, 2023

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 8-10-23.

SCHOOL BUS SCHEDULING AND ROUTING

The Claiborne Parish School Board shall provide school bus transportation for all students living more than one mile from the school that they are assigned to attend. Students living within one mile of the school may be allowed to ride a school bus when the School Board determines that conditions exist to warrant such transportation. There will be exceptions made for any child classified as exceptional. Such exceptions shall be determined on a case-by-case basis by the Superintendent and/or his/her designee. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education.

The Superintendent shall be authorized to consolidate bus routes when the number of students in a particular area decreases to the extent that bus routes could be consolidated without working undue hardship on the students riding those buses.

A reasonable time shall be established for each route and the bus driver shall be expected to adhere to this schedule. By the same token, students shall be expected to be at their respective bus stop when the bus arrives. Once a bus route has been established, the bus driver shall not alter or change assigned routes without order of the Superintendent or his/her designee. Any bus driver who feels a road is unsafe or dangerous shall report such dangerous condition to the Superintendent or his/her designee, and the bus driver may be allowed not to travel the road with the prior approval of the Transportation Administrator, until the Superintendent or his/her designee determines said road is safe or improved, or the situation has been rectified.

Buses must be routed so that no more than one bus will travel the same route, except in cases of definite apparent necessity. Each scheduled route will be planned in full consideration of the established limits for individual schools.

During inclement weather, bus drivers may make more frequent stops.

LOADING AND UNLOADING OF STUDENTS

The loading and unloading of students onto and from school buses being utilized to transport students shall be conditional on the following:

1. Bus drivers shall be prohibited from loading or unloading students at school while the bus is in a traffic lane of any type of street as defined in state law and require that students be loaded or unloaded on a shoulder, in a school parking lot, or at other appropriate off-road location at the school as determined by the School Board. This requirement shall not apply if the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours.

2. Bus drivers shall be prohibited from loading or unloading students at or near their homes while the bus is in a traffic lane of any type of street as defined by state law and it shall be required that students be loaded or unloaded on a shoulder, unless the School Board determines the unloading on a shoulder is less safe for the student. However, if there is no shoulder, or if the shoulder is determined to be less safe, a bus driver may load and unload a student while the bus is in a lane of traffic but only if the bus is in the lane farthest to the right side of the road so that there is not a lane of traffic between the bus and the right-side curb or other edge of the road.

3. Bus drivers shall be prohibited from loading or unloading a student in a location on a divided highway such that a student, in order to walk between the bus and his/her home or school, would be required to cross a roadway of the highway on which traffic is not controlled by the visual signals on the school bus.

Street or *highway* means the entire width between the boundary lines of every way or place of whatever nature publicly maintained and open to the use of the public for the purpose of vehicular travel, including bridges, causeways, tunnels, and ferries.

Revised: November 11, 2010
Revised: November 6, 2014
Revised: October 8, 2015

Ref: La. Rev. Stat. Ann. "17:158, 32:1; Board minutes, 11-11-10, 11-6-14, 10-8-15.

SPECIAL USE OF SCHOOL BUSES

It shall be the policy of the Claiborne Parish School Board to permit the use of school buses for student trips, excursions, or other curricular or co-curricular activities, to enhance instructional activities. The use of buses for such trips shall be strictly governed by regulations adopted by the Board and/or established by the Superintendent or administrative staff. All travel arrangements for co-curricular or extracurricular activities shall be made by the Superintendent or his/her designee. No School Board bus shall be operated by anyone other than the regular driver or a qualified substitute approved by the Transportation Supervisor.

Any school or organization may use buses for co-curricular or extracurricular activity trips. The school or organization shall compensate the driver/owner of the bus according to the established scale. The following guidelines shall also apply to the special use of any school bus:

1. For activities of an educational nature within the parish, the use of the buses shall be requested by the principal of the school involved and it shall be limited in time so as not to interfere with the regular route to which that bus is assigned.

2. For educational activities outside the parish, the use of the buses shall be limited to transporting those students who are engaged in representing their school in the principal activity for which the trip is required. The request shall also come from the principal involved.

3. Approval for the use of the buses shall be requested at a time prior to the trip sufficient for the office staff to evaluate the request and to make the arrangements necessary. All buses on all occasions shall be driven by a person with a commercial driver's license. The principal of the school involved shall be held responsible for seeing that the above condition is met.

NON-SCHOOL RELATED BUS USAGE

Because of legal constraints and insurance requirements, civic, church, or non-profit organizations residing in Claiborne Parish may be permitted to use school buses for non-school related activities upon application to and approval by the Superintendent or his/her designee. The application shall state the date(s) of the usage, the purpose, destination, number of participants, and shall release the School Board from any expense or liability based on said usage. The application shall be signed by a legal representative of the group or organization and submitted at least two (2) weeks prior to the intended date of usage. The presence and/or consumption of alcoholic beverages on the bus shall be expressly prohibited. Fees for usage of buses shall be assessed the organization.

Ref: La. Rev. Stat. Ann. '17:158.

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AUTHORIZED PASSENGERS

The Claiborne Parish School Board directs that students shall not be allowed to ride to and from school on any bus other than the one to which they have been assigned to ride, except for legitimate reasons. To ride a different bus, or to leave the bus at a different location than the student's regular stop, the student shall be required to submit written permission from the student's parent and have approval of the principal of the school where the student attends prior to the busing activity. The principal shall inform the bus driver of the student's destination and stop.

No one other than students shall be allowed to ride buses to and from school. With the exception of school personnel and chaperons, adults shall not be permitted to ride buses to any authorized school activity, such as athletic events, band concerts, etc.

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

CHILD NUTRITION PROGRAM MANAGEMENT

The Claiborne 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 School 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 School Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements. 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 Support*.

Other community food service or meals programs may be authorized by the School Board upon submission of proper request and documentation of the program.

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.

No child may be denied a meal as part of any disciplinary action.

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.

Revised: November 11, 2010
Revised: October 10, 2013
Revised: August 7, 2014
Revised: August 6, 2015

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 Sanitary Code, La. Dept. of Health and Hospitals; Board minutes, 11-11-10, 10-10-13, 8-7-14, 8-6-15.

COMPUTER AND INTERNET USE FOR EMPLOYEES

The Claiborne Parish School Board shall authorize the Superintendent and staff to establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of the School Board. Any employee who wishes to use school district computers, including the Internet and/or e-mail services, must sign the *Employee Computer and Internet Use Agreement* agreeing to abide by all district regulations.

The School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the Board.

INTERNET USAGE

Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The provisions of this policy shall also apply to the use of private e-mail accounts when access is attained using School Board equipment or networks and to access attained through any authorized personal digital device while on School Board property. The Claiborne Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students.

The School Board may suspend or terminate any privilege to use the Internet at any time solely at the School Board's discretion. Any policies and/or regulations of the School Board defining use of the Internet serve as guidelines but do not warrant or guarantee access to or use of the Internet. Consequently, the School Board may, at any time and in its sole discretion, end the privilege of any individual to use the Internet without notice, cause, or reason.

ACCOUNTABILITY

Faculty and staff use of school computers or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school system. All personnel using school computers, a computer network located on school property, or computers

accessing the Internet shall be accountable for their use. Teacher or class files on the network shall be treated as district property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file in a secured location by the principal or his/her designee in case an inspection is warranted. Use of the Internet and/or any computers shall be considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use district computers or the Internet.

UNAUTHORIZED AND ILLEGAL USE

Faculty and staff shall not be under direct supervision but must abide by Board policy.

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the district's internal network that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, the computer system shall not be used for commercial, political or religious purposes.

Use of the network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

SECURITY

Teachers and personnel who have computers in their charge shall be responsible for the security of those computers in terms of both hardware and software. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.

TERMS AND CONDITIONS OF USE

The following regulations, terms, and conditions for the use of computers and other technology equipment and the School Board’s network and Internet resources are not all-inclusive, but are only representative and illustrative. A user who commits an act of misconduct or inappropriateness which is not listed may also be subject to disciplinary action or suspension, or termination, or be subject to appropriate criminal or civil prosecution.

1. The user shall abide by such laws, policies, regulations, and procedures concerning technology use in the Claiborne Parish School System.

2. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyright. Electronic mail and telecommunications are not

to be utilized for unauthorized disclosure, use and dissemination of personal identification or confidential information regarding any student or employee.

A. Employees shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.

B. Employees shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying unnecessary letters to large numbers of people.

3. The Claiborne Parish School Board reserves the right to review any stored record files or programs to which users have access and will edit or remove any material which the School Board, through its Superintendent, or his/her designee, believes is in violation of its policies and procedures. As a user of the School Board's technology and networks, including but not limited to the Internet, the user shall consent to the monitoring, access and review by the School Board's Superintendent or designee of any stored electronic communications, including but not limited to E-mail transmission.

4. Any software not created by the user is copyrighted. A user shall not copy or distribute copyrighted or proprietary material without the written consent of the copyright holder nor violate copyright or patent laws or the license concerning computer software, documentation or other tangible assets.

5. The user shall not install any software without consent from the appropriate supervisor.

6. In consideration for the privilege of using the system, the user shall release the Claiborne Parish School Board from any and all claims arising from the use/inability to use the technology systems and networks.

7. The user shall agree to indemnify the Claiborne Parish School Board for any loss suffered to the Board by reason of improper use of the system, and to compensate anyone harmed by the improper use of the system.

8. The information provided through the technology systems and networks shall be offered as a service and shall not be a substitute for individual professional consultation.

9. The proper use of any user ID/password which may be assigned is the ultimate responsibility of the individual whose name it has been assigned. User ID's and passwords are not to be shared under any circumstances.

10. The use of technology is a privilege which may be revoked any time for any

violation of laws, policies and procedures. The Superintendent for the Claiborne Parish School Board shall decide what is inappropriate use and such decision shall be final. Such violations would include, but not be limited to,

- participation in network activities that place a strain on computer resources
- the placing of unlawful information on the system
- commercial use of the system
- political lobbying
- the use of obscene, abusive, harassing or otherwise objectionable language in either public or private messages
- vandalism
- theft
- e-mail, chat rooms, and sites involving or which access visual depictions that are obscene, pornographic, or harmful to minors
- information regarding the manufacture of bombs or other incendiary devices are expressly forbidden.
- willful introduction of a computer virus, worm, or other harmful program to any computer or network
- downloading non-work related files or accessing or downloading files from sites delivering streaming audio or video

11. No personal or student information which is protected by the *Family Education Rights and Privacy Act* shall be disseminated on or through the School Board's technology systems and networks, including but not limited to the Internet.

CONSEQUENCES OF INAPPROPRIATE USE

1. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff. Inappropriate use of the network may also result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.

2. No information on the network (including email and personal files) is guaranteed to

be private. Information relating to or in support of illegal activities must be reported to the authorities.

3. Users bringing illegal and/or inappropriate materials onto the network shall be subject to disciplinary action.

DISCLAIMER

The Claiborne Parish School Board technology network and computer system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the School Board warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

The School Board will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the School Board's computer systems and networks.

Ref: La. Rev. Stat. Ann. '17:81, 17:100.7.

EMPLOYEE USE OF SOCIAL MEDIA

The Claiborne Parish School Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of students and parents engaging and learning in digital environments. The School Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the School Board shall provide access to secure social media tools and approved technologies for use during instructional time and for school activities in accordance with policy *IFBGA, Computer Access and Use.*

The Claiborne Parish School Board acknowledges that employees may engage in the use of social media during their personal time. Employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. All employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes.

For the purposes of this policy, *social media* includes, but is not limited to, personal websites, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites and any other social media generally available to the public or consumers that does not fall within the School Board's technologies network (e.g., Web 2.0 tools, Instagram, Facebook, Snapchat, Twitter, LinkedIn, Flickr, YouTube).

SOCIAL MEDIA COMMUNICATIONS INVOLVING STUDENTS

Employees shall maintain professional relationships with students at all times in accordance with School Board policy including, but not limited to, policies *GAMIA, Electronic Communications Between Employees and Students,* and *GBRA, Employee Conduct.* All electronic communications with students who are currently enrolled in the school district must be school related and within the scope of the employees' professional responsibilities, unless otherwise authorized by this policy. School personnel using School Board-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet shall abide by all policies governing such activities. An employee seeking to utilize and/or establish a non-school-controlled social media website for instructional or other school-related purposes shall obtain prior written approval from the Superintendent or his/her designee and the principal and meet any applicable requirements of policy *IFBGA, Computer Access and Use.*

The use of electronic media for communicating with students and parents on school matters is considered an extension of the employee's workplace responsibilities. Accordingly, the Claiborne Parish School Board shall expect employees to use professional judgment when using social media or other electronic communications.

Employees shall be prohibited from knowingly communicating with students through a personal social network page. Any electronic communication made by an employee to any student enrolled in a public school in this school district or that is received by an employee from any student enrolled in a public school in this school district using a means other than one provided by or made available by the school district shall be reported immediately by the employee to his/her immediate supervisor, in writing.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The Claiborne Parish School Board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the School District's students, however, employees shall be responsible for their public conduct even when they are not performing their job duties as employees of the School Board. Employees shall be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Furthermore, employees remain subject to applicable state and federal laws, School Board policies, and administrative regulations and procedures, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties or causes a substantial disruption to the school environment, the employee shall be subject to disciplinary action, up to and including termination of employment.

Employees shall be responsible for the content on their social media sites, including content added by the employee, the employee's friends, or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate.

Employees shall be prohibited from accessing social networking websites for personal use during instructional time or with School Board technological resources.

POSTING TO SOCIAL MEDIA SITES

Employees who use social media for personal purposes shall be aware that the content they post may be viewed by anyone, including students, parents, and community members. Employees shall observe the following principles when communicating through social media:

1. Employees shall not post/share confidential information about students, employees, or school district business.

2. Employees shall not post/share false, inaccurate, or misleading information relative to district schools or the district itself.

3. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting.

4. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

5. Employees may not knowingly grant students access to any portions of their personal social media sites that are not accessible to the general public, unless the employee and student have a family relationship.

6. Employees shall be professional in all Internet postings related to or referencing the school district, students and other employees.

7. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.

8. Employees shall not use a school's or the school district's logo or other copyrighted material of the district without express, written consent from the Claiborne Parish School Board.

9. Employees shall not post identifiable images of a student or student's family without permission from the student and the student's parent or legal guardian.

10. Employees shall not use Internet postings to libel or defame the Claiborne Parish School Board, individual Claiborne Parish School Board members, School District employees, or students.

11. Employees shall not use Internet postings to harass, bully or intimidate other employees or students in violation of School Board policies or state and federal laws.

12. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs.

13. Employees shall not use Internet postings to engage in any other conduct that violates School Board policies and administrative procedures or state and federal laws.

CONSEQUENCES

School Board personnel may monitor online activities of employees who access the Internet using school technological resources. A School Board employee has no reasonable expectation of privacy in the use of School Board resources such as computers, internet services, etc. Any employee who has been found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

New policy: December 10, 2020
Revised: June 11, 2026

Ref: U.S. Constitution, Amend. I; 17 USC 101 et seq. (*Copyrights*); 18 USC 2510-2522 (*Electronic Communications Privacy Act*); 20 USC 1232g (*Family Educational Rights and Privacy Act*); 20 USC 7131 (*Internet Safety*); 47 USC 254 (*Children's Internet Protection Act*); Board minutes, 12-10-20.

COPYRIGHT

It is the policy of the Claiborne Parish School Board to abide by the provisions of the Copyright Law of the United States and the Congressional Guidelines that delineate it.

The Board does not sanction illegal use or duplication of copyrighted materials in any form. Employees who willfully violate the copyright position of the Board do so at their own risk and assume all liability and responsibility.

The School Board directs that:

1. Unlawful copies of copyrighted materials may not be produced on Board-owned equipment or within Board-owned facilities.

2. Unlawful copies of copyrighted materials may not be used with Board-owned equipment, within Board-owned facilities, or at Board-sponsored functions.

3. Information about copyright law and guidelines shall be made available to all employees.

The Board delegates to the building level administrator the responsibility for informing employees of the Copyright Policy of the Board and of provisions of the United States Copyright Law.

Ref: 17 USC 101 et seq. (*Copyright Act of 1976*), 37 CFR 201 (*Patents, Trademarks and Copyrights*), *Standards and Guidelines for Library Media Programs*, Bulletin 1134, Louisiana Department of Education.

DATA PROTECTION AND RECOVERY

The Claiborne Parish School Board recognizes the importance of maintaining and protecting computer hardware and software, including necessary equipment and supplies to maintain computer operations in the event of a disaster. The School Board authorizes the Superintendent and/or his/her designee to prepare and maintain appropriate regulations and procedures for the proper usage of School Board owned or leased computer equipment and the protection of electronic media, applications, and stored user data.

The Superintendent shall require that School Board members or School Board employees who have access to the School Board's information technology assets must complete cybersecurity training within the first thirty (30) days of initial service or employment with the School Board. The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by members and employees, and the Superintendent shall periodically require an internal review to ensure the compliance.

The Superintendent shall also require completion of such cybersecurity training be included in the terms of any contract awarded by the School Board to a contractor who has access to its information technology assets. The person who oversees contract management for the School Board shall report each such contractor's completion to the Superintendent and shall periodically review agency contracts to ensure compliance. The Superintendent shall verify and report to the Department of State Civil Service on the completion of cybersecurity training by each such contractor.

Revised: August, 2017
Revised: December 10, 2020

Ref: La. Rev. Stat. Ann. §§17:81, 42:1267; Board minutes, 12-10-20.

INSURANCE AND RISK MANAGEMENT

The Claiborne Parish School Board recognizes its responsibility for properly managing the resources of the school system. This responsibility includes concern for the safety of students, employees and the public as well as concern for protecting the system's property from loss. No new Board policy, regulation, or procedure shall be adopted or approved by the Board without first giving careful consideration to the school system's risk exposure.

The Superintendent or his/her designee shall be responsible for establishing a risk management and insurance program governing all property and program risks related to the performance of the educational and service missions of the school system. The risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk exposures. The Board realizes that the assumption of some predictable risk is the most economically feasible method of treating certain exposures. When in the apparent best interest of the school system, the Board may budget for, and retain, limited and predictable risks of financial loss.

When the purchase of insurance is deemed necessary, such purchase shall be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined. The Board does not recognize any obligation to purchase insurance from a particular agent, broker, or insurer representative other than an obligation based on the above stated considerations.

The Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement and maintain an effective risk management and insurance program for the system.

Ref: La. Rev. Stat. Ann. ''17:81, 17:159.2, 17:169, 32:601.

STAFF INSURANCE COVERAGES

HEALTH INSURANCE

The Claiborne Parish School Board shall contract with a health care provider for health, hospitalization, and life insurance benefits for its eligible employees, retirees, and/or their spouses and children. The Board may pay any portion of an employee's premium it so designates. Employees and retirees shall be responsible for any portion of the employee's health care premium not paid by the Board.

Any employee or retiree, together with dependents, is eligible to participate in the hospitalization and health care coverage selected by the Board. Any employee who terminates his/her employment with the Board shall not be covered by the Board's health care plan as of the date of termination. However, any employee who terminates employment with the Board may apply for continued health care coverage in accordance with regulations of the *Consolidated Omnibus Budget Reconciliation Act* (COBRA).

The Board may contribute a portion of an employee's premium of any health care coverage selected by the Board in the following manner:

Active Employees:

The Claiborne Parish School Board shall pay a portion as determined by the Board of the active employee's portion of the premium for health care coverage. Adjustments are to be made with the increase in premiums on a year-to-year basis.

Retired Employees:

The Claiborne Parish School Board shall pay a portion as determined by the Board of the retired employee's portion of the premium for health care coverage for retirees. Adjustments are to be made with the increase in premiums on a year-to-year basis.

To be eligible for the above retired benefits, an employee must have been employed by the Board at the time of retirement for a minimum period of employment as determined by the Board and must meet all other stipulations and be a retiree of the Claiborne Parish School System.

Employees on Approved Leave Without Pay:

Any Claiborne Parish School Board employee who is granted leave without pay by the School Board shall be obligated to pay 100% of the premium during the period of leave. The Claiborne Parish School Board shall not continue

contributions towards the premium. Employees using sick leave for maternity leave purposes, sabbatical leave, or persons on sick leave that receive pay through accumulated sick leave shall not be affected by this provision and the Board shall continue to pay the necessary premiums.

UNEMPLOYMENT COMPENSATION

The School Board shall use the reimbursing employer method of participating in financing the Board's share of unemployment compensation as permitted by state law.

AUTOMOBILE LIABILITY INSURANCE

The School Board shall require personnel within the school district, who use their own vehicles while on official school business during the course of their employment, to carry automobile liability insurance. The amount of coverage shall be at least that required by state law or a minimum which may be set by the Board.

Ref: La. Rev. Stat. Ann. ''17:1233, 23:1034, 23:1081, 23:1472, 32:816 et seq., 32:900, 42:821, 42:851; *Israel v. Gray Ins. Co.* 720 So.2d 803(98-525 La. App. 3

Cir. 10/28/98).

WORKERS' COMPENSATION

The Claiborne Parish School Board shall authorize and direct the Superintendent to ensure workers' compensation coverage for its employees through a properly managed self-funded program. Employees injured while acting in their official capacity shall be entitled to appropriate workers' compensation benefits prescribed under state statutes for the period of time while injured. Any employee reporting an injury or incapacitation due to a work-related accident shall be required to submit proper certification of the injury and/or incapacitation from a licensed physician.

At the time of employment, all employees shall be required to complete a questionnaire about their health and any previous accidents, injuries, or workers' compensation claims submitted, which shall be maintained in the employee's personnel file.

REPORTING OF ACCIDENTS

Should an accident occur to an employee while in the course of his/her duties, the employee shall immediately notify his/her immediate supervisor. Once reported, a detailed report shall be submitted by the employee's supervisor to the Superintendent or designee within five (5) days of the accident. Additional written commentary about the accident may also be required from the employee's supervisor. Periodic medical exams and subsequent reports verifying prolonged disability may be required as needed.

Immediately following any accident, whether or not injury occurs, the administrator of the school or facility shall file an *Investigation of Accident Report* with the Superintendent or designee. If an injury occurs, an LWC-WC-IA-1 Form (*Louisiana Workforce Commission Worker's Compensation-First Report of Injury or Illness)* must also be completed.

BENEFITS

Employees injured while on official school business are entitled to applicable workers' compensation benefits in accordance with state law. Workers' compensation benefits are generally paid in accordance with the following:

1. Weekly workers' compensation wage benefits do not begin until an employee has been disabled for more than one week (7 calendar days). If the employee is absent for two (2) weeks or longer, he/she is entitled to receive wage benefits for the first week of that disability.

2. As a general rule, an employee's weekly wage benefits under workers' compensation can be calculated by dividing his/her annual salary by 52 weeks and multiplying by 66-2/3%, up to the maximum average weekly wage (AWW) calculated by the State each year.

3. Sick leave benefits may be used to supplement workers' compensation benefits but only up to 100% of the *teacher's* salary at the time of injury. If a *teacher* chooses to utilize current and accumulated sick leave benefits, his/her balance of current and accumulated sick leave days will be reduced by the corresponding percentage of the teacher's salary paid for with sick leave benefits.

   If an employee who has chosen to simultaneously receive both workers' compensation wage benefits and current and accumulated sick leave benefits exhausts all sick leave days, he/she shall thereafter receive only workers' compensation wage benefits.

ALCOHOL AND DRUG USE

No workers' compensation benefits shall be allowed for an injury caused by the injured employee's intoxication at the time of injury.

In order to support a finding of intoxication due to alcohol or drug use, the School Board shall have the right to administer drug and alcohol testing or demand that the employee submit to drug and alcohol testing immediately after the alleged job accident. If the results of the drug test are positive, or the alcohol tests show blood alcohol equal to or greater than the limits outlined in state law, the employee shall be considered intoxicated, in which case the employee shall not be entitled to any workers' compensation benefits.

If the employee refuses to submit to drug and alcohol testing immediately after the accident, then it shall be presumed that the employee was intoxicated at the time of the accident, in which case the employee shall not be entitled to any workers' compensation benefits.

All drug and alcohol testing shall be in accordance with state law and Board policy (see procedures in policies *GAMEA, Alcohol and Drug Abuse and Testing - General Employees,* and *GAMEB*, *Alcohol and Drug Abuse and Testing – Holders of Commercial Drivers' Licenses*).

LOSS CONTROL

The School Board, recognizing the potential severity of on-the-job injuries and its costs to the school system and employees, shall require the Superintendent to maintain an aggressive loss control program aimed at reducing and controlling risks of personal injury to employees and property damage to School Board facilities. The loss control program shall assure compliance with all safety and health laws, ordinances, and regulations that apply to the work place.

SETTLEMENT OF CLAIMS

The Superintendent shall be authorized to settle workers' compensation claims after consultation with School Board counsel and the third-party claims administrator.

Revised: June 6, 2013
Revised: August 7, 2014

Ref: La. Rev. Stat. Ann. **"**17:1201, 23:1021, 23:1031, 23:1034, 23:1081, 23:1121,

23:1124, 23:1201, 23:1208.1, 23:1224; Israel v. Gray Ins. Co., 720 So2d 803 (98-525 La. App.3 Cir. 10/28/98); Board minutes, 6-6-13, 8-7-14.

STUDENT INSURANCE PROGRAM

The Claiborne Parish School Board shall make available student accident insurance for purchase for students attending Claiborne Parish public schools. An application form provided by the insurance carrier shall be sent home with students during the first week of school. The schools shall not be liable for any premium payment. Claim forms shall be furnished by the insurance carrier and copies shall be available in the school office.

The Board does not assume liability for accidents to students who do not carry insurance nor does it assume liability for accidents to students who carry insurance beyond the policy coverage (this includes special football coverage).

RELEASE FORM FOR ATHLETES

All students engaging in interscholastic activities shall be required to fill out a form which releases the school or Board from any liability for accidents or injury to students. This release form must be signed by parents/legal guardians before the student shall be permitted to participate in athletics.

LIABILITY FOR RENDERING HEALTH CARE

No person, who is an employee of the Board, or his/her employer, who in good faith renders school health services and medical services which are required by state and/or federal law, rule or regulation, to be rendered to exceptional children participating in a special education or handicapped program, shall be liable for any civil damages as a result of an act or omission in rendering the care or services required. This also applies to any person appointed according to state and/or federal law to serve as a surrogate parent who in good faith performs functions required by his/her appointment.

This does not apply, however, to individuals who intentionally or by grossly negligent acts cause damages to a participant in any special education or handicapped program.

Ref: La. Rev. Stat. Ann. §'17:81, 17:1985.

CASUALTY INSURANCE

SCHOOL BUS LIABILITY COVERAGE

The Claiborne Parish School Board shall provide for insurance for all Board-owned buses in an amount to be determined by the Board.

AUTOMOBILE LIABILITY

The Claiborne Parish School Board shall require personnel within the school district, who use their own vehicles while on official school business during the course of their employment, to carry automobile liability insurance. The amount of coverage shall be at least that required by state law or higher limits as set by the Board.

Persons using their own vehicles shall submit verification of coverage to the Superintendent or his/her designee before commencing any travel or being eligible for expense reimbursement.

Ref: La. Rev. Stat. Ann. §§17:159, 17:159.1, 17:159.2, 32:861, 32:862, 32:863, 32:863.1, 32:864, 32:865, 32:898, 32:899, 32:900.

FACILITY EXPANSION PROGRAM GOALS AND OBJECTIVES

It shall be the policy of the Claiborne Parish School Board to authorize the construction or renovation of a sufficient number of school buildings to meet the demands of present and future student enrollments and, in doing so, provide the most productive education environment possible for students at the lowest expenditure of tax dollars.

Decisions pertaining to the construction of educational facilities shall be made only after an attempt has been made to carefully consider the viewpoints and needs of students, teachers, parents and other taxpayers and receive pertinent advice from qualified professionals.

Architects employed by the Board shall be expected to plan for utility, simplicity of design, sound economics, including low long-range maintenance costs and insurance rates, high educational utility, flexibility and energy conservation.

Ref: La. Rev. Stat. Ann. §17:81.

LONG RANGE PLANNING

It is the responsibility of the Claiborne Parish School Board to develop and implement plans for the school system that will meet the educational requirements of the community both today and in the future. For this reason the School Board shall develop a long-range building plan to be implemented to meet these requirements.

The objectives of such a plan are:

1. To improve the educational environment for students and teachers by raising the physical standards in all buildings to match the most effective facilities already in existence in the parish.

2. To modernize in phases with first priority given to renovation, second priority to remodeling or improvement of substandard facilities (such as libraries, physical education facilities, etc.) and third priority to the addition of classrooms when enrollment trends indicate they would be necessary.

3. To create school complexes which are the best possible balance of effective grouping of educational resources, efficient management and operations, and community concerns for the character of the school system.

4. To build recreational and sports complexes in consonance with the educational objectives of the district.

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

NAMING OF FACILITIES

The Claiborne Parish School Board believes naming a school is a matter of great importance. The Board shall not be influenced in its decision by personal prejudice or favoritism, political pressure, or temporary popularity in choosing a name. No school, school building, or other public building shall be named after any living person. However, a street that is maintained by the School Board and that is not a state or federal highway, or any existing athletic facilities at a school within the Board's jurisdiction may be named in honor of a living person.

The Superintendent shall be responsible for soliciting names from staff, students, and the community and shall prepare procedures to follow in naming school properties. These procedures may include a timetable for the naming process in order to lessen any community or factional pressures that may build up when a selection is delayed or seems uncertain.

Revised: December, 2008
Revised: January 10, 2013

Ref: La. Rev. Stat. Ann. §§17:81, 17:85, 42:267; Board minutes, 2-5-09, 1-10-13.

SUPERVISION OF CONSTRUCTION

The Claiborne Parish School Board shall require from the Superintendent or the designated construction supervisor, a review of the architect's activities in his/her supervision of building construction. The review shall include adequacy of field inspection of the contractor's operation, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent shall make periodic reports certifying by his/her personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.

Requests made by contractors for extensions of time to their contracts, for delay or days missed due to inclement weather, shall be documented on a day by day basis and submitted for the Board's consideration. No extension shall be granted where proper documentation has not been submitted and the penalty clause of the contract shall be enforced.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance may be made to the Board.

Ref: La. Rev. Stat. Ann. §17:81.

SITE ACQUISITION

The Claiborne Parish School Board believes that site selection and development should start from the premise that the school is an integral and inseparable part of the total community. Since the school is a community institution, it should reflect this relationship physically as well as ideologically.

The manner and extent to which a site serves a school district's educational needs should be considered as only one aspect of its adequacy. Adequacy should also be appraised in respect to its potential for contributing to the scope and depth of many other cultural functions in the community.

The state legislature has charged local school boards in Louisiana with the sole responsibility for selecting school sites and this authority cannot be delegated. The processes of selection, however, concern the entire administration and supervisory staffs, and others with special skills and insights. The Superintendent, therefore, shall be authorized to establish such criteria and procedures as are necessary to assure the citizens and School Board that the best possible sites are being acquired for the least expenditure of public funds.

PURCHASE OF PROPERTY

The Claiborne Parish School Board shall expedite the purchase of a given piece of property for public school purposes in order that negotiations with the owner may begin immediately. The School Board shall maintain communication with the owner or his/her counsel as proceedings develop in order to provide an opportunity to negotiate a purchase rather than resort to or continue court action. It shall be the Board's declared intent to negotiate reasonably and amicably and to avoid friction when possible while continuing negotiations. However, if a problem arises during negotiations which delays acquisition of the property by the School Board, expropriation proceedings may ensue as provided by law to enable the Board to acquire the property.

Ref: Constitution of Louisiana, Art. I, Sec. 4; La. Rev. Stat. Ann. §§17:81, 19:1, 19:2, 19:2.1, 19:2.2.

CHANGE ORDERS

All public work contracts shall contain provisions authorizing the issuance of change orders within the scope of the contract. The Claiborne Parish School Board, in order to increase or decrease the amount of a contract after bids have been officially accepted by the School Board, shall require the approval of a change order. A change order shall be submitted by the contractor to the project architect and upon his/her recommendation, such change orders shall be submitted to the Superintendent for his/her recommendation of action to be taken by the School Board. If approved by the Board, the Superintendent or designee, in consultation with the architect, shall put the change order into effect and make it a part of the official contract price.

All change orders shall be in writing. Any change order outside the scope of the contract in excess of the allowable contract limit shall be let out for public bid.

Any change order pertaining to public work which is not required to be put out for public bid shall either be negotiated in the best interest of the Board or let out for public bid. Where the change order is negotiated, the Board shall require that said change order be fully documented and itemized as to costs, including material quantities, material costs, taxes, insurance, employee benefits, other related costs, profit and overhead. Where certain unit prices are contained in the initial contract, no deviations shall be allowed in computing negotiated change order costs.

Ref: La. Rev. Stat. Ann. '§38:2211, 38:2212.

BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES

It shall be the policy of the Claiborne Parish School Board that the acceptance of new construction be withheld until completion is certified by the Superintendent of Schools. Before any building or construction job is accepted by the Board as substantially complete, the architects and contractors shall notify the Superintendent at least fifteen (15) days in advance of the inspection of the construction and Board members shall be notified of this date and invited to view the construction before the final acceptance comes before the Board. Any payments involved shall be reviewed at this time, and the Board, with advice of the architect, shall have final authorization for any payment.

No such certification shall be made until all contractual agreements have been met to an extent considered satisfactory under the Louisiana laws and the prescribed Board standards.

Ref: La. Rev. Stat. Ann. §17:81.

EQUAL OPPORTUNITY EMPLOYMENT

It shall be the policy of the Claiborne Parish School Board that all applicants for admission and employment, students, parents, or legal guardians of students, or employees, sources of referral of applicants and employment, and any and all entities having business with the School Board are hereby notified that the School Board does not discriminate on the basis of race, color, national origin, military status, natural, protective, or cultural hairstyle, sex, age, disability, marital status, sexual orientation, religion or veteran status in admission or access to, or treatment or employment in, its programs and activities, including any notices required by Title IX of the Education Amendments of 1972 or Part 106 of Title 34 of the United States Code of Federal Regulations. The School Board pledges to protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, termination, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The School Board shall also provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship on the School District. Thus, the School Board pledges compliance with the regulations implementing Title VI, Title VII, Title IX, The Americans with Disabilities Act of 1990, as amended, ("ADA"), and Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504").

The Superintendent and/or his/her designee shall investigate any and all complaints that may be brought against the School Board or any individual school in the school district in regard to any alleged discriminatory action for appropriate treatment by the Superintendent and/or the School Board.

Any inquiries, concerns, or complaints related to discrimination based on sex should be brought to the attention of the Claiborne Parish School Board's Title IX Coordinator. The name and contact information for the Title IX Coordinator may be found on the district website and in student handbooks.

All employees shall be responsible for complying with this policy. Inquiries, concerns, or complaints related to any form of harassment or discrimination should be immediately reported to the immediate supervisor who, in turn, shall report the incident to the Superintendent and/or his/her designee. If the supervisor is the alleged harasser or discriminator, or the employee does not wish to report the matter to his/her supervisor, the employee may submit the complaint directly to the Superintendent or his/her designee for appropriate inquiry including, when appropriate, investigation. Except for complaints of sexual harassment of students, employees, and applicants, the investigation shall proceed in accordance with policy *GAMC, Investigations.* Further, the School Board prohibits retaliation against any individual for making a complaint under this policy or participating in the investigation of any such complaint.

PERSONS WITH DISABILITIES

In accordance with federal and state statutes addressing nondiscrimination of persons with disabilities, namely *Section 504* and the *ADA*, the Claiborne Parish School Board attests that no qualified person with a disability shall, solely by reason of a disability, be denied the benefits of, be excluded from participation in, or be otherwise subjected to discrimination under any program or activity; nor shall a qualified person with a disability be subjected to discrimination in employment.

Revised: August 6, 2020
Revised: July, 2022
Revised: November 6, 2025

Ref: U.S. Constitution, Amend. XIV, Sec. 1; 20 USC 1681 (*Title IX of the Education Amendments of 1972*); 29 USC 621 et seq. (*Age Discrimination in Employment*); 29 USC 701 et seq. (*Vocational Rehabilitation and Other Rehabilitation Services*); 42 USC 2000d (*1964 Civil Rights Act*); 42 USC 12101 (*Americans with Disabilities Act of 1990*); Constitution of Louisiana, Art. I, Sec. 3, Art. X, Sec. 10; La. Rev. Stat. Ann. §§17:111, 23:301, 23:302, 23:303, 23:311, 23:312, 23:314, 23:322, 23:323, 23:332, 23:334, 23:341, 23:342, 23:352, 23:368; Griggs v. Duke Power Company, 91 S. Ct. 849 (1979); Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1979); Board minutes, 8-6-20, 11-6-25.

INDIVIDUALS WITH DISABILITIES

The Claiborne Parish School Board believes that no otherwise qualified person shall, on the basis of disability, be subjected to discrimination in employment, promotion demotion, transfer, or any employment-related function or process, under any program or activity in the Claiborne Parish School System.

The Board further believes that no student, parent or other citizen with a disability should be denied access to any program or activity, where reasonable accommodations may be made without imposing undue financial or administrative burdens, or where such modifications would result in a fundamental alteration in the nature of the program or activity.

REASONABLE ACCOMMODATION

The School Board will make every effort to provide reasonable accommodations for the known disabilities of its employees and/or applicants. A *reasonable accommodation* is defined as a modification to the job or work environment that will enable a qualified individual with a disability to enjoy equal employment opportunity.

In general, it is the responsibility of the applicant and/or employee with a disability to inform the School Board that an accommodation is necessary. This request need not specifically use the term *reasonable accommodation*, but need only let the School Board know that, because of a medical reason, some adjustment of change is needed in order for the employee to perform his/her job. If an employee requests an accommodation and the need for such is not obvious or if the School Board does not believe that the accommodation is needed, the School Board may request that the employee provide documentation from his/her physician regarding the employee's functional limitations in order to support the request. The School Board is not required to provide an accommodation that is primarily for the personal use of the employee. The School Board further is not required to provide an accommodation, which would result in an undue hardship on the School Board.

Requests for a reasonable accommodation shall be submitted in writing. It is also permissible for another person, such as a friend, family member, or physician, to request an accommodation on behalf of an employee. The employee who believes that a reasonable accommodation is necessary should report such to his/her immediate supervisor. The supervisor will then report the request to the Director of Personnel. At that point, the Director of Personnel, together with the employee's immediate supervisor, will meet with the employee to discuss the request and attempt to identify possible accommodations which could be made in order to allow the employee to perform the essential functions of his/her job, the School Board may choose the accommodation that is less costly or that is easier to provide.

Once a request for an accommodation has been made, the Director of Personnel shall schedule an initial meeting with the employee and his/her immediate supervisor as soon as practical, but in no case longer than fifteen (15) days following receipt of the request. Multiple meetings may be necessary however, before a determination regarding the request can be made.

Following the meeting(s) discussed above, the Director of Personnel will render a written decision regarding the request for accommodation, including whether the request is to be granted and how or, if the request is not to be granted, the reasons why. Such report will be rendered within a reasonable time following the conclusion of the meeting(s) with the employee and the immediate supervisor, but in no instance will the report be rendered longer than thirty (30) days following the last meeting.

In case a decision is made not to grant an accommodation because of an undue hardship, written documentation of the reasons therefore shall be sent to the individual and a copy maintained in the employee's personnel file.

Any employee who is denied a request for accommodation may file a grievance as provided in policy *GAE*, *Complaints and Grievances.*

Ref: 29 USC 791 (*Employment of Individuals with Disabilities);* 29 USC 794 (*Nondiscrimination under Federal Grants and Programs)*, 42 USC 12101 et seq. (*Equal Opportunity for Individuals with Disabilities)*; La. Rev. Stat. Ann. ''23:322,

23:323, 23:324.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Claiborne Parish School Board recognizes that a program of professional development and education is important for the constant professional growth and improvement of an employee. Therefore, professional personnel shall be encouraged to keep up with new developments and take part in development opportunities in their academic fields and to cultivate an open mind and an experimental attitude toward current educational practices.

The School Board shall require all certified and professional personnel to develop long-term professional growth plans to strengthen or enhance job performance. Such plans serve to strengthen job performance of all certified personnel and enhance the students' learning experiences. Professional growth plans may be written to extend beyond one school year. These plans shall be based on objectives developed collaboratively by evaluatee and evaluator. The plans should be reviewed and updated annually.

The following guidelines shall be utilized in the development of professional growth plans.

1. Professional growth plans should be developed at the beginning of the evaluation period.

2. Professional growth plans shall be based on objectives developed collaboratively by the evaluatee and evaluator. The successful teacher shall not be mandated to participate in any one professional growth activity.

3. A plan of action and evaluation criteria shall be specified for each objective.

4. For successful experienced personnel, objectives may be used to explore new untried, innovative ideas or projects.

5. The evaluator(s) and evaluatee(s) must sign and date each completed professional growth plan prior to dissemination and filing.

6. The evaluator and the evaluatee must maintain a copy of all completed forms.

COLLEGE/UNIVERSITY TUITION REIMBURSEMENT

Persons employed in positions requiring certification as specified by the Louisiana Department of Education will be eligible to make application for college/university tuition reimbursement.

If a qualified person makes application for reimbursement for tuition cost on courses within a recognized certification area specified by the Louisiana Department of Education, and the person has earned a grade of "C" or better, then the individual will be considered eligible for reimbursement for the credit earned in a course or courses.

Persons making application for reimbursement for credit earned shall agree to the following:

(1) Continue as an active, on the job, employee in Claiborne Parish for an equivalence of one-year for each semester of tuition reimbursement paid by the Claiborne Parish School Board; or,

(2) Reimburse the Claiborne Parish School Board for all tuition reimbursement received for credits earned.

It is understood, if the Claiborne Parish School Board determines that another course of action is in the best interest of the school system, then the Board may assume another position or modify the parameters as stated herein.

Revised: December 8, 2011

Ref: La. Rev. Stat. Ann. '17:24.1; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 12-8-11.

NON-TITLE IX COMPLAINTS AND GRIEVANCES

Any employee of the Claiborne Parish School Board shall have the right to appeal the application of policies and administrative decisions affecting him/her. The employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to a personal grievance.

This policy shall not apply to sexual harassment complaints made pursuant to Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations. Any such Title IX complaints shall be subject to the Grievance Procedure developed and maintained by the Superintendent or his/her designee under the provisions of policy *JAAA*, *Title IX Sexual Harassment*.

All grievances shall be handled expeditiously, and according to the procedures adopted by the School Board as follows:

1. Definitions:

A. A *grievance* is a claim by an employee or group thereof that he has suffered harm or injury by the interpretation, application or violation of a School Board policy, administrative regulation or procedure, a law or constitutionally guaranteed rights. The term *grievance* does not include matters for which the method of review is prescribed by law or where the School Board is without authority to act (e.g. employee lack of certification, terminations, rebuttal to observation, etc.)

B. *Employees covered by this procedure* shall mean permanent employees of the School Board.

C. *Immediate supervisor* is that employee possessing administrative authority to direct the activities of the grievant.

D. A *grievant* is the person making the claim.

E. The term *day* shall mean working day.

2. Grievance Procedure

Grievances shall be processed as rapidly as possible. The number of days indicated at each level is a maximum, and every effort shall be made to expedite processing the grievance. All proceedings of a grievance shall be kept confidential.

Step 1. After informally and thoroughly discussing any grievance with the employee's immediate supervisor, or if a student, the principal, upon reaching no satisfactory resolution of the grievance, the employee or student shall promptly present the

grievance in writing to the immediate supervisor or principal. Such notice shall be presented no later than five (5) working days from the date of discussion. The written grievance submitted shall state the nature of the grievance and the harm or injury caused that initiated the grievance. The employee and the immediate supervisor, or student and principal, shall attempt to resolve the grievance. The immediate supervisor or principal shall make a proper disposition of the grievance and shall reply to the grievant within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the grievant shall be deemed not to have further right with respect to said grievance.

Step 2. In the event the grievant wishes to appeal the decision at Step 1, or if no decision has been rendered in the time specified, the appeal must be presented in writing to the next administrative officer of higher rank than the grievant's immediate supervisor. Such appeal shall contain a statement of the grievance and specific references to the taken causing the grievance. The administrative officer shall schedule a meeting with the grievant as promptly as is reasonable possible to attempt to resolve the grievance. Notice of the conference shall be given to all parties involved in an alleged grievance. The administrative officer shall issue a written decision to the grievant within five (5) working days after the conference. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance.

Step 3. In the event the grievant wishes to appeal the decision at Step 2, or if no decision has been rendered in the time specified, the appeal must be presented to the Superintendent or designee in writing within five (5) working days of the receipt of the Step 2 decision. A copy of the Step 3 appeal, together with the Step 1 and Step 2 decisions shall be submitted to the Superintendent or designee. Upon receipt of such a written appeal, the Superintendent or designee shall schedule a hearing at a specific date and time and send proper notice of the scheduled hearing to the grievant. The Superintendent or designee, at the date and time specified, shall conduct a full hearing on the grievance, and in doing so, maintain a transcript of the proceedings. Following the hearing, the Superintendent or designee shall make a written recommendation for disposition of the grievance and provide a copy of the transcript to the School Board at a meeting of the Board.

Step 4. After reviewing the transcript of the grievance hearing and the recommendation of the Superintendent or designee, the Board then shall dispose of the grievance.

3. Miscellaneous

   A. A grievance may be withdrawn at any level without prejudice or record. Additionally, there shall be no recrimination against a person because a grievance has been filed in accordance with the provisions outlined herein.

B. Copies of all written decisions of grievances shall be sent to all parties involved.

C. All documents, communication, or records dealing with a grievance shall be made part of the grievant's files and shall be destroyed only in accordance with School Board policy.

D. Appeals of grievance decisions will be limited to the specific issues raised in the original grievance. The parties involved will not be allowed to expand the issues during the grievance procedure, except to the extent necessary to respond to administrative decisions made along the way.

E. Failure by the employee to meet the timelines and requirements of this procedure shall result in dismissal of his grievance. Failure by the administrative person rendering the decision to meet timelines and requirements of this procedure shall allow the grievant, at his option, to proceed to the next level of appeal.

F. If the employee leaves the employment of the School Board during the pendency, at any level, of a complaint or grievance, then the employee loses the right to continue the complaint process.

4. Representation

The person bringing forth the grievance shall have the right to present their own grievance. Grievants do not have the right to have representation during the grievance procedure. Representation may only be made at the final stage of the Board.

Revised: August 6, 2020
Revised: May 7, 2026

Ref: La. Rev. Stat. Ann. §17:100.4; Pickering v. Board of Education, 88 S.Ct. 1731 (1968); Board minutes, 8-6-20, 5-7-26.

TITLE VII EMPLOYEE SEXUAL HARASSMENT

It is the policy of the Claiborne Parish School Board to provide an employment environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment under federal and state laws and regulations. The Claiborne Parish School Board shall not tolerate sexual harassment by any student, employee, non-employee volunteer, or School Board member toward any individual.

All administrative and supervisory personnel shall be responsible for enforcing Claiborne Parish School Board's sexual harassment policy. Failure to enforce this policy in a prompt and strict manner may subject such personnel to disciplinary action.

DEFINITION

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment on the basis of sex, race, color, national origin, and religion.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of behavior which would constitute sexual harassment include, but are not limited to, verbal harassment such as derogatory comments, jokes, slurs or remarks or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; attempted or sexual rape or sexual assault; visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks or gestures; displaying sexually suggestive objects in the workplace or school settings; and *quid quo pro* sexual harassment, such as demanding sexual favors accompanied by implied or overt promises or threats concerning an individual’s employment. .

Harassment may depend not only upon the perpetrator’s intention, but also upon how the person who is the target perceives the behavior or is affected by it. Individuals who believe they have been the victim of sexual harassment from co-workers or others should

make it clear that such behavior is offensive to them by saying so the offender.

REPORTING PROCEDURE

Any employee who believes he or she has been the victim of sexual harassment, or any person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to his/her immediate supervisor or building administrator who, in turn, shall promptly prepare a written report and forward it to the Superintendent. If the alleged acts were committed by the employee's immediate supervisor or building administrator, the complaint should be made directly to the Superintendent. Employees or applicants for employment may also report allegations of sexual harassment to the Director of Human Resources.

If criminal activity is involved, the victim should also report the incident to local law enforcement.

INVESTIGATION AND RECOMMENDATION

The School Board shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the School Board's legal obligations and the necessity to investigate allegations of harassment, and take corrective or disciplinary action when appropriate.

Upon receipt of a report or complaint alleging sexual harassment, such a complaint shall be immediately investigated by personnel designated by the Superintendent to conduct such investigation utilizing the procedures outlined in policy *GAMC, Investigations*. The complainant and the individual(s) against whom the complaint is filed shall participate in the investigation, including personal interviews. The investigation process may also include personal interviews with others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, as well as a review of related charges, if any, employee personnel files, work records and other pertinent information.

In determining whether alleged conduct constitutes sexual harassment, the Superintendent or designee should consider the surrounding circumstances, the nature of the sexually related conduct, relationships between the parties involved and the context in which the alleged incidents occurred.

A report shall be made to the Superintendent upon completion of the investigation. The report may include a finding that the complaint was unfounded, advise that the complaint was informally resolved, or include a recommendation to the Superintendent for disciplinary action. No record of an unfounded or unsubstantiated complaint shall be filed in an employee's personnel file.

RESULTS OF INVESTIGATION

Upon receipt of the report by the Superintendent, he/she shall take such action as appropriate based on the results of the investigation, which may include, but shall not be limited to, disciplinary action consisting of suspension without pay, demotion, or termination.

If, based on the results of the investigation, it is determined that the claim of sexual harassment was intentionally false, the Superintendent shall take such action against the complainant as appropriate, which may include, but shall not be limited to, disciplinary action consisting of suspension without pay, demotion, or termination.

The results of the investigation of each complaint under these procedures shall be reported in writing to the complainant and the alleged harasser by the Superintendent or his/her designee.

Any employee shall have the right to pursue a claim of sexual harassment under state or federal law, regardless of the outcome of the School Board's investigation.

RETALIATION PROHIBITED

Retaliation against any person who reports alleged sexual harassment or who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint shall be prohibited. Any employee who retaliates against any such person shall be subject to disciplinary action. *Retaliation* includes, but shall not be limited to, any form of intimidation, reprisal or harassment at the time of a report or any time after a report.

NON-HARASSMENT

The School Board recognizes that not every advance or conduct of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory employment effect requires a determination based on all the facts and surrounding circumstances. Deliberate false accusations of sexual harassment can have a serious detrimental effect on innocent parties and subject the accuser to disciplinary action as described above.

NOTIFICATION/TRAINING

Copies of this policy shall be circulated to all schools and departments of the Claiborne Parish School Board and placed on the School Board's website. All employees shall receive training on the provisions of this policy and the prevention of sexual harassment on an annual basis. Supervisors and other persons designated to accept or investigate complaints of sexual harassment shall receive additional education and training.

STUDENT-ON-STUDENT SEXUAL MISCONDUCT OR HARASSMENT

Handling of complaints of student-on-student sexual misconduct or sexual harassment are governed *by Policy JAAA, Title IX Sexual Harassment* or *JCEA, Student Sexual Misconduct.*

Revised: December, 2018
Revised: February 6, 2020
Revised: August 6, 2020

Ref: 42 USC 2000e et seq. (*Civil Rights Act of 1964*); 29 CFR 1604.11 (*Guidelines on Discrimination Because of Sex*); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 14:43, 14:81.4, 17:81, 23:301, 23:302, 23:303, 23:332, 23:967, 42:341, 42:342, 42:343, 42:344, 42:345; La. Civil Code, Art. 2315; Board minutes, 2-6-20, 8-6-20.

POLITICAL ACTIVITIES

It is strongly felt by the Claiborne Parish School Board that teachers should stress the importance of citizenship responsibilities and the political rights of citizenship to each student. For administrators, teachers and staff to be able to place strong emphasis on these areas, the Board believes they should have the right to enjoy these privileges, free from any pressures and/or concerns. It is felt that all employees should be free to support candidates of their choice, exercising their own good judgment. Therefore:

(1) All personnel shall be notified that they must not be part of any activity relating to the campaign or election of any candidate for political office during office hours or while on duty, nor use any School Board facility for any such activity. This includes, but is not limited to, making or soliciting contributions to campaign funds, or promoting any candidate by distribution of cards, pictures, handbills, clothing and pins, making telephone contacts, or in any other way during office hours or while on duty. This requirement applies in every school of the system, department of the system and on school buses.

(2) Any materials or equipment (for example, mailing lists, copy machines, etc.) owned or held by the School Board, or staff, shall not be made available to any group or individual without the Board's approval.

All employees shall be informed of said policy provisions. Violation of any aspect of this policy could subject the employee to disciplinary action, including suspension and/or dismissal.

The School Board states that the provisions of this policy shall apply during business hours or while an employee is on official Board business, and is not intended to interfere with personal time or affairs away from offices or school facilities in any way.

Ref: La. Rev. Stat. Ann. '17:81; Board minutes, 10-9-08.

SOLICITATIONS

The Claiborne Parish School Board shall prohibit employees from accepting or soliciting any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the Superintendent or designee, who shall take whatever action is necessary, if any, to ensure that the district's best interests are protected.

ENDORSEMENTS

Employees shall be prohibited from recommending, endorsing, or requiring students to purchase any product, material, or service in which they have a financial interest or that is sold by a company that may employ the district employee during non-school hours. Professional employees shall be prohibited from recommending or requiring students to purchase a specific brand of school supplies if there are other brands that are equal and suitable for the intended instructional purpose.

SALES

Employees shall be prohibited from using their positions with the district for the purpose of attempting to sell products or services.

Ref: La. Rev. Stat. Ann. ''42:1111, 42:1112, 42:1113, 42:1115.

SOLICITATIONS OF STAFF MEMBERS

It shall be the policy of the Claiborne Parish School Board that solicitation of contributions from employees on a system-wide basis shall not be permitted except by permission of the Superintendent or designee.

SOLICITATIONS BY SALES REPRESENTATIVES

No sales representative will be allowed to distribute materials or address any meeting of teaching or non-teaching personnel.

The foregoing prohibition shall not apply to: a) an after school meeting called and controlled by a school employee organization or association; or b) a representative of a person, firm, or entity which offers any sort of employee benefit plan or program. In such instance(s), however, the following procedures must be observed:

A. Such sales representatives shall obtain permission from the Superintendent to conduct meetings in the central office or school. These meetings may be held only with specific permission of Superintendent of Schools.

B. Meetings shall not take place during regular working hours.

C. Attendance at such meetings shall be voluntary and all affected employees advised accordingly.

These regulations do not apply to textbooks, educational programs, or other new programs which have been formally adopted by the School Board for inclusion in the school system.

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

GIFTS TO PERSONNEL

The Claiborne Parish School Board shall prohibit staff members and employees of the school district from soliciting, accepting, or receiving, either directly or indirectly, any gift from students, parents, or other individuals. However, employees who work for the School Board may accept gifts from or on behalf of students or former students when the value of the gift does not exceed twenty-five dollars ($25.00) and the aggregate value of all gifts from or on behalf of any one person does not exceed seventy-five dollars ($75.00) in a calendar year.

Acceptance of any form of compensation, gift, or gratuity by any employee of the Claiborne Parish School Board from persons or firms doing business with any School Board department is strictly prohibited. Reduced cost and/or free travel expenses are also defined as gifts with regard to this policy. This policy does not preclude, however, acceptance of food or drinks of a social nature or participation in a social event that does not exceed the amount that is established by the Louisiana Board of Ethics. [This limit does not apply to gatherings held in conjunction with a meeting of a national, regional or state-wide organization of governmental officials or employees, or to a public servant of a post-secondary education attending a private fund-raiser for the post-secondary institution.] This policy shall also not preclude the acceptance of campaign contributions for use in meeting campaign expenses by any employee who is or becomes a candidate for election to any public office. Further, this limit does not prohibit the receipt of promotional items having no substantial retail value (i.e. cups, hats, or pens with a company logo).

Awards of anything of economic value received by teachers, principals, or school employees pursuant to the provisions of La. Rev. Stat. Ann. §§17:432, 17:432.1, 17:433, or 17:433.1 for their outstanding achievement in the performance of their duties or responsibilities as teachers, principals, or school employees given by any person. However, this exception shall not apply to any award from any person or from any officer, director, agent, or employee of such person, if the teacher, principal, or school employee receiving the award knows or reasonably should know that the person has substantial economic interests which may be substantially affected by the performance or nonperformance of the teacher's, principal's, or school employee's official duty.

Revised: October 9, 2014
Revised: March 7, 2024

Ref: La. Rev. Stat. Ann. §§42:1111, 42:1112, 42:1113, 42:1115, 42:1123; Board minutes, 10-9-14, 3-7-24.

PERSONNEL RECORDS

The Claiborne Parish School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or designee to keep the records updated and complete in accordance with statutory provisions.

A personnel file shall be accurately maintained in the central administrative office for each present and former employee. These files shall contain applications for employment, references, and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the proper maintenance of all personnel records. It is the duty of the employee to furnish the personnel office with certificates, transcripts, statements of degrees, and other educational experience related documentation.

The Superintendent shall be designated as custodian of all personnel files and shall have the overall responsibility for maintaining and preserving the confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management on the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.

GENERAL ACCESS TO AN EMPLOYEE'S PERSONNEL FILE

Any school employee requesting to see his/her personnel file shall be given access to his/her entire personnel file, including but not limited to all documents placed in the employee's file on or before September 1, 1987, during normal business hours. The contents of a school employee's personnel file shall not be divulged to third parties without the express written consent of the school employee, except when ordered by a court or by subpoena, or in accordance with this policy. No school system employee other than the personnel file custodian or the Superintendent for the system, or the designee of either, who shall be a school system employee, shall be allowed access to a school employee's personnel file without the school employee's expressed written consent, unless that employee is charged with the duty of supervising that particular school employee's performance. A School Board member or any other person authorized pursuant to this policy shall be permitted to examine any and all records of the school system, except school employee records relative to evaluations, observations, formal complaints, and grievances. However, in accordance with La. Rev. Stat. Ann. §17:81(K), the School Board, *upon a majority vote of the total School Board membership*, shall have the right to examine any and all records of the school system, including personnel records.

In case a personnel file should be accessed by the School Board or anyone else, the employee whose file was so accessed shall receive written notice of the fact and the name and title of the person who was permitted access. All persons permitted access shall maintain the confidentiality of those documents in the file that are not matters of public record.

If an employee wishes to review and/or obtain a copy of his/her personnel file, the employee must make a written request to the Superintendent or his/her designee not less than forty-eight (48) hours before the date the file will be reviewed.

REQUESTS FOR ACCESS AND INSPECTION

Additions to Personnel File

No complaint, commendation, suggestion, or evaluation may be placed in the evaluation file unless it meets the following requirements:

1. Each document concerning a school employee shall be placed in the employee's personnel file within a reasonable time and no document, except those resulting from routine recordkeeping, shall be placed in a school employee's personnel file by any school system employee, unless and until that school employee is presented with the original document and a copy thereof prior to its filing.

2. Upon receipt of the original document and copy of the same, the school employee shall sign the original document as an acknowledgement of the receipt of the copy of the document. Such signature shall not be construed as an agreement to the contents of the document. If the employee refuses to sign the original document, the phrase “Refused to Sign” shall be printed on the document by the custodian who shall then date and sign the document before placement in the employee’s personnel file.

Rebuttal and Response

Each school employee shall be given the opportunity to rebut and to respond to a document placed in his/her personnel file including but not limited to any document placed in such file on or before September 1, 1987.

1. The rebuttal and response must be in written form and once filed shall be attached to the document to which the response and rebuttal applies, and thus become a permanent part of the school employee's personnel file as long as the document remains a part of the personnel file.

2. No document or copy thereof, to which a response and rebuttal has been filed, shall be used for any purpose whatsoever unless the rebuttal and response or copy thereof is attached to the document or copy sought to be used.

3. A school employee shall have the right to receive proof of any allegations and statements contained in a document placed in his/her file that the school employee believes to be inaccurate, invalid, or misrepresented. If such proof is not presented, the document containing the allegations and statement shall be removed from the school employee's personnel file and destroyed.

If, at any time, the takes any personnel action against an employee based upon any document that was placed in the employee's file on or before September 1, 1987, the employee shall be given the opportunity to rebut and respond to such document.

Procedure for Filing of Rebuttal and Response

1. Any rebuttal and response to a document placed in a school employee's personnel file shall be filed by the employee within fifteen (15) school days from the date on which the school employee signs the document acknowledging its receipt.

2. The school employee may be granted an additional ten (10) school days for the filing of the rebuttal and response, provided the school employee requests such an extension in writing addressed to the personnel file custodian within the original fifteen-day period. The personnel file custodian's consent to the ten-day extension of time shall not be unreasonably withheld.

3. The rebuttal and response shall be deemed filed by the delivery of the original and one copy of the rebuttal and response to the personnel file custodian. The personnel file custodian shall then sign and date the original rebuttal and response and file the same into the school employee's personnel file. The personnel file custodian shall also sign and date a copy of the rebuttal and response and return the same to the school employee.

CONFIDENTIAL INFORMATION

Certain items in the personnel records of School Board employees shall be confidential, including:

1. The home and personal wireless telephone number of the employee.

2. The home address of the employee.

3. The personal email address of the employee.

4. The social security number and financial institution direct deposit information as contained in the personnel records of an employee of the School Board. However, when the employee's social security number or financial institution direct deposit information is required to be disclosed pursuant to any other provision of law, including such purposes as child support enforcement, health insurance, retirement reporting, or to officials or employees of the school, School Board, Louisiana Department of Education, or Board of Elementary and Secondary Education (BESE), in the performance of duties or responsibilities of the official or employee, the social security number or financial institution direct deposit information of the employee shall be disclosed pursuant to such provision of law.

5. The name and account number of any financial institution to which the public

employee's wages or salary is directly deposited by an electronic direct deposit payroll system or other direct deposit system.

The above information shall not be divulged to third parties.

HEALTH AND MEDICAL RECORDS

An employee's health and medical records are deemed confidential and shall be maintained in a separate file apart from the employee's general personnel file. Such records will include:

1. Medical/health records, claim forms, life insurance application, requests for payment of benefits and all other health records of an employee and his/her dependents enrolled in the Claiborne Parish School Board adopted insurance plan.

2. All medical records of an employee, all records of payment of compensation to an employee or his/her dependent and other records which would ascertain the identity of the injured employee or his/her dependent in a Worker's Compensation action.

3. Medical information obtained as a result of an employee's request for a reasonable work accommodation due to a disability.

There may be instances where an employee's medical information will need to be made available to certain supervisory personnel, such as where a request for a reasonable accommodation has been granted, to inform a supervisor of necessary work duties or restrictions due to an on-the-job injury, emergency treatment required by the employee, or if specific procedures are needed to aid the employee in case of fire or other evacuations. Supervisors, however, shall not have unlimited access to an employee's medical file or to information about an employee's medical condition which is unnecessary to the performance of the employee's job.

Medical information may also be made available to third parties as required by law or business necessity. For example, the School Board may be required to release such information to government officials investigating the School Board's compliance with the *Americans with Disabilities Act*, to state worker's compensation offices in accordance with Louisiana worker's compensation laws, or to insurance companies where the insurer requires a medical examination before providing health or life insurance to employees.

RELEASE OF PERSONNEL RECORDS PERMITTED

There are conditions under which personnel records of employees may be released. These conditions are:

1. Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.

2. Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.

3. In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to his/her own health record.

ANCILLARY FILES

The school principal or other appropriate supervisors may maintain certain ancillary personnel files. Maintenance of these confidential files shall be the responsibility of the Principal or appropriate supervisor. These on-sight ancillary personnel files may contain administrative data, as well as other data that may be evaluative, critical, or complimentary of the employee. Though not part of the official personnel file maintained in the central office, these ancillary personnel files shall be subject to the same provisions applicable to all personnel files, including access by the employee and the right to be aware of any information stored in the file.

DEFINITIONS

Document means any written or otherwise tangible material intended to be or actually used as a part of or any evidence of the work history of any employee including but not limited to any and all reports, comments, reprimands, correspondence, memoranda, evaluations, observations, and grievances relative to a particular employee.

Personnel file means those file(s) which contain the cumulative collection of any and all documents maintained by the school system with respect to each individual employee.

Personnel file custodians (file custodians) means those persons employed by the school system charged with the duty of maintaining and preserving the personnel files.

Third party means any person or entity not regularly employed, or employed under a contract by the school system in which the employee is employed.

Revised: November 5, 2015
Revised: March 6, 2025

Ref: 5 USCA §552 (*Privacy Act of 1974*); La. Rev. Stat. Ann. §§17:81, 17:440, 17:1231, 17:1232, 17:1233, 17:1234, 17:1235, 17:1236, 17:1237, 17:1238, 23:1127, 23:1131, 23:1293, 44:1, 44:2, 44.4, 44:11, 44:12; Board minutes, 11-5-15, 3-6-25.

EMPLOYEE SMOKING, TOBACCO, AND MARIJUANA USE

All properties of the Claiborne Parish School Board are essentially a smoke-free/tobacco-free environment.

The use of any tobacco product, smokeless tobacco, or marijuana products in any form, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Claiborne Parish School Board property and vehicles, and at all school-sponsored or school-approved functions. However, this prohibition shall not be applicable to any tobacco product approved by the United States Food and Drug Administration for sale as a tobacco cessation product and which is marketed and sold solely for such purpose.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Infractions should be reported to the Superintendent or his/her designee.

Violations of this policy may subject an employee to appropriate disciplinary action, and the employee may be referred to a tobacco-cessation counseling service.

Revised: November, 2017
Revised: August 8, 2024

Ref: 20 USC 6083 (Non-Smoking Policy for Children's Services); La. Rev. Stat. Ann. §§17:240, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 8-8-24.

EMPLOYEE DRESS CODE

The Claiborne Parish School Board recognizes that teachers and administrators have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In accordance with that tradition, the Claiborne Parish School Board embraces the following standards as they relate to employee dress.

DRESS AND PERSONAL GROOMING

Employees on a daily basis shall dress as professionals, in businesslike attire in order to set a good example for co-employees, students and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming shall not be permitted. Administrators shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for Claiborne Parish School Board employees. No employees shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things which are affiliated with drugs, alcohol, violence, or gang-related activities. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning, and are addressed in an attempt to enhance the learning environment.

EMPLOYEE DRESS CODE

The guidelines of the School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. To maintain a proper image for teachers, it is the responsibility of principals to see that teachers are properly dressed.

Principals or building administrators may make exceptions to the mode of dress in specific shop-type situations where deemed appropriate. Any condition of grooming or dress judged inappropriate by the principal or building administrators shall not be allowed.

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

INVESTIGATIONS

GENERAL INVESTIGATIONS

Concerns about serious situations or conditions within the school system should be reported to the Superintendent or his/her designee. Should the Superintendent determine that the situation/condition warrants investigation, he/she shall have the matter investigated by appointing appropriate staff personnel (one or more persons) to make the necessary inquiries. At the conclusion of their investigation, a report shall be prepared for submission to the Superintendent.

No School Board member shall participate in any investigation undertaken in the school system.

In any investigation into incidents involving accidents or injuries to students or employees, or involving student misconduct, or the competence, honesty or performance of duties of employees, all employees of the Claiborne Parish School Board shall, upon request by the Superintendent or his/her designee, give a statement of the facts and circumstances within the employee's knowledge, or an accounting of the employee's conduct concerning the circumstances which are the subject of the investigation or are related to the matter being investigated.

If deemed appropriate by the Superintendent or his/her designee in the conduct of such investigation, employees shall, upon reasonable notification, appear at the offices of the Superintendent or at such other suitable location within the parish as might be appropriate and convenient in the investigation.

During any such employee interview, the employee may have legal representation if desired by the employee, but said representation shall be at no cost to the Claiborne Parish School Board. The attorney may not actively participate in any interview or meeting with the employee, and participation in any meeting or interview by the attorney shall be limited to only providing guidance to the employee.

TITLE IX SEXUAL HARASSMENT INVESTIGATIONS

Any investigation of sexual harassment under Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations shall be conducted in accordance with the procedures developed and maintained by the Superintendent or his/her designee under the provisions of policy *JAAA*, *Title IX Sexual Harassment.*

PUBLIC ANNOUNCEMENT OF EMPLOYEE DISCIPLINE

The Claiborne Parish School Board, in accordance with state law, shall provide for an investigation of an employee, in cases where the Board has made a public announcement that an employee may be disciplined, whether or not there is an accompanying reduction in pay. The investigation shall proceed as outlined below under *Investigation Procedures*. Not later than thirty (30) days after the conclusion of the investigation and prior to any disciplinary action, the employee may appear, if he/she so determines, before the School Board in open session and be given a reasonable time, as determined by the Board, to comment on the investigation and any actions taken or proposed to be taken involving the employee.

These provisions shall not be applicable to any reduction of personnel initiated by the. Superintendent.

IMPERMISSIBLE CORPORAL PUNISHMENT OR MORAL OFFENSES

If an employee is accused of impermissible corporal punishment, or of a moral offense involving a student, a prompt, thorough investigation shall be conducted by the Superintendent or designee. The investigation shall proceed as outlined below under *Investigation Procedures.* A written report of the results of the investigation shall be prepared, and the employee shall be provided with a copy of such report. The Superintendent may promulgate such administrative regulations as he/she deems necessary to implement this policy. Any employee found to have violated the provisions of Board policy shall be disciplined by such means as appropriate to the incident, including reprimand, suspension, termination, and/or referral to the local child protection agency/law enforcement.

If the allegation falls within the definition of *abuse* as defined in state law, then all school employees with knowledge of such incidents become *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy (see policy *JGCE, Child Abuse*). Such reporting shall be made and applied in conjunction with the procedures outlined in this policy.

INVESTIGATION PROCEDURES

With the exception of Title IX sexual harassment complaints, notwithstanding any statute or other School Board policy, any complaint relative to employee conduct shall be handled as follows:

1. The Superintendent or his/her designee may order such investigation to be conducted in each instance as is warranted by the circumstances, and shall conduct an investigation when required by law or School Board policy.

2. The investigation shall be conducted by the Superintendent or his/her designee.

These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint. Staff members or students may be interviewed if it is deemed essential to the investigation.

3. The Superintendent or his/her designee shall confer with each accused employee's immediate supervisor concerning the results of the investigation and the immediate supervisor shall discuss the matter with the employee.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Superintendent or designee and a copy forwarded to the complainant no later than (30) days after its filing.

5. If a complaint is substantiated, the Superintendent shall consider appropriate disciplinary action which may be taken in accordance with School Board policy, which may include termination. Any disciplinary action shall be placed in the offender's personnel file which will reflect the action taken and the grounds thereof.

CONFIDENTIALITY

The School Board shall attempt to protect the privacy of the complainant and the respondent, but confidentiality is not guaranteed. Information regarding the complaint and identities of complainants, respondents, and witnesses may be revealed as permitted or required by law, and as is necessary to conduct the investigation and enforce the consequences of the investigation.

Revised: September 6, 2012
Revised: August 6, 2020

Ref: 34 CFR 106 et seq. (*Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance*); La. Rev. Stat. Ann. §§14:403, 17:81, 17:81.6, 17:81.8, 17:223.8; Board minutes, 12-8-88, 9-6-12, 8-6-20.

DRUG-FREE WORKPLACE

The Claiborne Parish School Board, in compliance with the *Drug-Free Workplace Act of 1988,* recognizes its obligation in providing and maintaining a drug-free workplace to remain eligible to receive federal grants and in support of local, state and national efforts to achieve drug-free schools and communities.

The Claiborne Parish School Board shall:

A. Advise all employees through the distribution of this policy that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or intoxicants are prohibited in any workplace with the Claiborne Parish School Board. For any Claiborne Parish School Board employee, the consequences of violation of this prohibition shall be any or all of the following based on the specific offense: testing for presence of drugs/alcohol in body by a recognized hospital or chemical dependency unit, counseling, reprimanding, termination, suspension with or without pay while the case is pending in court. Confirmed or substantial evidence of the use, sale, or possession of controlled substances by any Claiborne Parish School Board employee while off duty or off school premises shall result in any or all of the following:

1. Requiring the employee to submit to a drug test from a recognized hospital or chemical dependency unit and presenting to the Superintendent or his/her designee certification from the agency performing the test that employee is drug free.

2. Immediate suspension with or without pay and recommendation for job termination.

3. Conviction for use, distribution, or possession of controlled substances while off duty or off school premises shall result in termination. The employee shall be required to participate satisfactorily in an approved substance abuse assistance or rehabilitation program before he or she is reconsidered for employment with the School Board.

B. The Claiborne Parish School Board shall notify all employees that, as a condition of employment under the grant, all employees will abide by the preceding statement and notify the Superintendent or a designated representative of the drug statute violation occurring in the workplace no later than five (5) days after such conviction. The Superintendent or a designated representative will notify the agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of

such conviction.

C. The Claiborne Parish School Board shall take one or more of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted:

1. Taking appropriate personnel action against such an employee, up to and including termination; or

2. Requiring such employee to participate satisfactorily in a drug assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

D. A *Drug Awareness Program* developed by the Claiborne Parish School Board will inform all employees about:

1. The dangers of drug abuse in the workplace.

2. The School Board's policy of maintaining a drug-free workplace.

3. Any available drug counseling, rehabilitation, and/or employee assistance programs.

4. The penalties that may be imposed upon employees for drug violations occurring in the workplace.

E. All employees of the Claiborne Parish School Board who have been recommended for employment shall submit to a drug/alcohol screening by the Claiborne Parish School Board designated agent as a condition of employment. No person who fails the drug/alcohol screening shall be considered for employment with the School Board.

F. In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches will be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other personal effects of employees.

EMPLOYMENT CONDITIONS

Condition of Continuation of Employment

Compliance with the Claiborne Parish School Board's current or amended *Drug-Free Workplace* and *Employee Alcohol and Drug Testing* policies is a condition of continuation of employment. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection or test, or follow any prescribed course of substance abuse treatment shall be grounds for discipline, up to and including termination. Violation of any part of these policies shall be grounds for termination.

Consequences of Refusal by Employee

Any employee refusing to consent to testing or to submit a saliva, urine or blood sample for testing when requested by management shall be subject to disciplinary action, up to and including termination of employment. Attempted or actual substitution or adulteration of samples shall be equivalent to refusal to submit to testing or equivalent to a positive drug test.

Prescription Drugs

No prescription drug will be brought on any property owned or operated by the Claiborne Parish School Board by any person other than the one for whom it is prescribed; and such drugs will be used only in the manner, combination, and quantity prescribed. The use or possession of prescription drugs contrary to this provision shall result in the drug being deemed an illegal drug.

Unauthorized Possession or Consumption of Alcoholic Beverages

Unauthorized possession or consumption of alcoholic beverages by persons on public school property shall result in the person(s) being fined not more than one thousand dollars and imprisoned not less than fifteen (15) days nor more than six (6) months without benefit of suspension of sentence.

DEFINITIONS

Controlled substance is any substance listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 821), and as further defined by Federal Regulations 21 CFR 1308.11 through 1308.15.

Conviction is a finding of guilt (including a plea of nolo contendere or imposition of sentence or both) by any judicial body charged with the responsibility to determine the violations of the Federal or State criminal drug statutes.

Workplace is any Claiborne Parish School Board property or other site where work is

performed by employees of the School Board, whether owned, leased, or used by the school system, at any school-sponsored or supervised activity, in any School Board owned, leased, vehicle, machinery or equipment used in the course of Board employment, including any school bus or any employee workplace.

Alcoholic Beverage is any fluid or solid capable of being converted into fluid, suitable for human consumption, and having an alcoholic content of more than 6% by volume, including alcohol, but excluding antiseptics, toilet preparations, and scientific/chemical products unfit for human consumption.

EMPLOYEE ASSISTANCE PROGRAM

Employees who feel they need help with an alcohol or drug abuse problem are urged to contact the Superintendent or his/her designee. Assistance is available to employees at the employee's expense. Assistance may include referral to counseling or medical agencies and a leave of absence for treatment when appropriate.

If a leave of absence is necessary for treatment, and is approved, the employee's position (or one similar to it) will be held open for a reasonable period of time. After successful completion of treatment, the employee will be reinstated at the same pay without loss of benefits. Note that a health insurance policy might have some provisions for payment of this type of treatment.

After return to work, the employee's performance, progress, and follow-up treatment shall be monitored. Failure to continue any recommended therapy shall result in termination. Failure to follow all Board policies and regulations pertaining to drugs and alcohol shall result in termination. In addition, an employee may be required to take periodic urine or blood alcohol screenings to verify progress.

Any information disclosed by an employee relating to a problem or its treatment shall be treated as confidential.

Ref: 20 USC '7101 et seq. (*Safe and Drug-Free Schools and Communities*); 21 USC '812 (*Schedules of controlled substances*); 41 USC ''701-707 (*Drug-Free Workplace*); 21 CFR 1308.11 et seq. (*Schedules of controlled substances*); La. Rev. Stat. Ann. ''14:91.7, 17:240, 17:405, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1.

ALCOHOL AND DRUG TESTING-GENERAL EMPLOYEES

GENERAL PROVISIONS:

The Claiborne Parish School Board fully supports the concept of drug-free and alcohol-free workplaces and employees. Though the School Board is cognizant of the privacy rights of individuals, it also believes that the safety and well-being of its students and employees requires that it take legally permissible steps to prevent or eliminate the use of drugs and/or abuse of use of alcohol by its employees. School Board policy now prohibits the unlawful manufacturing, distribution, dispensing, possession, or intoxication due to or as a result of use of a controlled substance by its employees in any workplace operated by the system or in any other location. For any such violation, disciplinary action is required. Also, School Board policy prohibits the possession, use or distribution of alcohol or being under the influence of alcohol by its employees on any school system property, whether owned, leased or used by the school system, at any school sponsored or supervised activity, in any School Board owned, leased or used vehicle including any school bus, or at any employee workplace.

As a condition of employment within the school system, all individuals seeking employment must submit to drug screening prior to final appointment. Persons who refuse to undergo drug screening and persons whose test sample results in a positive drug screen result may not be given further consideration for employment within the Claiborne Parish School Board and shall not be reconsidered for employment within the school system for at least six (6) months from receipt of the test results.

As a condition of continued employment, the Claiborne Parish School Board may require samples from a school system employee for alcohol/drug testing in the following circumstances:

1. When an employee is involved in any accident during the course and scope of his or her employment, and alcohol or drugs are suspected to have contributed to the cause of the accident;

2. Under circumstances which result in a reasonable suspicion that drugs are being used by the employee;

3. As part of a monitoring program, to assure employee compliance with a rehabilitation or treatment agreement;

4. In connection with any required periodic medical exams; or

5. As part of a program of random drug testing of designated employees who occupy safety-sensitive or security-sensitive positions.

In addition, when an employee is injured as a result of a job-related accident and who after alcohol/drug testing is determined to be intoxicated under the standards set forth in La. Rev. Stat. Ann. **'**23:1081 or the employee refuses to immediately submit to such testing, then in accordance with state law such employee shall be presumed to be intoxicated at the time of the accident and may be denied workers' compensation benefits in addition to any other authorized action.

Also, a positive confirmatory drug test result may be used as a basis to terminate an employee for wrongful conduct and to deny unemployment compensation as set forth in La. Rev. Stat. Ann. **'**23:1601, or as the basis of other disciplinary action.

An employee involved in any of the above situations may be directed by his/her supervisor to submit to alcohol/drug testing. An employee, who provides a sample on the basis of any of the above authority and whose sample is determined to be positive as to the presence of drugs or alcohol after a confirmatory test will be required to undergo a rehabilitation or treatment program at the employee's expense and/or be subject to disciplinary action up to and including termination.

SAFETY AND/OR SECURITY-SENSITIVE POSITIONS:

For the purposes of the random testing of employees, the following definitions apply:

> ***Safety-sensitive*** refers to a position which requires as part of the employee's assigned duties, primarily or specifically, the operation, maintenance or repair of a motor vehicle; or responsibility for supervising or attending to children on a motor vehicle used to transport children to and from school; or inspecting, servicing, maintaining or using gas fired equipment or gas utility systems. An employee who has the responsibility of supervising, either directly or indirectly, employees who perform any of the above described duties shall also be considered as occupying a *safety-sensitive* position.
>
> ***Security-sensitive*** refers to a position which may require an employee, primarily or specifically, to employ deadly force in the exercise of his/her duties and whose duties are directly related to the security of employees and students, a school or facility of the Claiborne Parish School Board, and which, if not performed properly, could result in serious injury or death to the employee, student, other employees or the general public as a result of the use of a firearm, or any other deadly force. An employee who has the responsibility of supervising, either directly or indirectly, employees who perform any of the above described duties shall be considered as occupying a *security-sensitive* position.

THE FOLLOWING POSITIONS ARE DESIGNATED AS SAFETY-SENSITIVE OR SECURITY SENSITIVE POSITIONS: school bus operators; any person who operates a school system vehicle; mechanics who perform maintenance or repairs of school buses or other school system vehicles; all persons supervising or attending children on

a school bus or any other vehicle used to transport school children; security guards or personnel; maintenance department employees who inspect, repair, or in any other manner service any equipment, pipeline or apparatus which uses natural or propane gas or is connected to natural or propane gas; and all who exercise any supervision over such persons. Persons in any of the above positions shall be subject to unannounced random alcohol/drug testing. A positive confirmatory test as a result of random testing may require the employee to undergo treatment at the employee's expense or be subject to disciplinary action up to and including termination.

TESTING PROCEDURES

All testing/screening shall be conducted in accordance with applicable state and federal laws and regulations. The Superintendent shall promulgate administrative regulations and procedures to implement the provisions of this policy.

In addition to this policy, for those employees who are required by the nature of their job to hold a commercial driver's license (CDL), the provisions of policy *GAMEB, Alcohol and Drug Abuse and Testing-Commercial Drivers' License Holders* are also applicable.

DISCIPLINARY ACTION

Failure to comply with the provisions of this policy shall be grounds for disciplinary action including but not limited to written reprimands, suspension from work, and discharge.

An employee shall be subject to immediate discharge if the employee refuses to cooperate with any of the enforcement provisions of the policy or is believed to have tampered or purposefully tried to alter the outcome of drug and alcohol tests. Additionally, the employee may be discharged if found using, manufacturing, selling, or distributing drugs or alcohol while on School Board premises. Any employee arrested for a drug related offense has five (5) working days from the day of the arrest to notify the School Board. Should an employee at any time be convicted of a drug related offense, they may be terminated immediately.

New policy: December 11, 2014

Ref: 49 USC 5331 (*Omnibus Transportation Employee Testing Act of 1991),* 49 CFR 40.1 (*United Teachers of New Orleans et al. v. Orleans Parish School Board and Jefferson Parish School Board, et al, 142 F.3d 853)*; La. Rev. Stat. Ann. **"**17:81, 23:1081, 23:1601, 49:1001, 49:1002, 49:1005, 49:1006, 49:1007, 49:1008,

49:1011, 49:1012, 49:1015; Board minutes, 10-6-94, 12-11-14.

ALCOHOL AND DRUG ABUSE AND TESTING - COMMERCIAL DRIVERS' LICENSES HOLDERS

The Claiborne Parish School Board, as a result of its responsibilities to its employees and to the public it serves, has a compelling obligation to eliminate illegal drug and alcohol use from its workplace. The School Board recognizes the increased risks and dangers when employees use drugs in the workplace. In an effort to provide a safe, healthful, and productive work environment, the School Board will act to establish a drug and alcohol policy for all drivers of a district-owned vehicle or a contract vehicle, whether part time or full time. This policy will establish the administrative scope, personnel procedures, employee training, drug testing guidelines, and employee assistance related to achieving a drug-free workplace. It is the intent of this policy to comply with current Federal and State statutes, and U.S. Department of Transportation regulations concerning drugs in the workplace and drug-testing of employees.

APPLICATION

This policy shall apply to all present and future full or part time drivers, driver applicants, contract drivers, volunteers, and auxiliary personnel employed by or representing the School Board when driving a School Board vehicle or while driving on School Board business and who are required to have a Commercial Driver's License to perform their jobs. The School Board requires compliance with this policy as a condition of employment, continued employment, and continuation of contractual agreements with the School Board in the capacity of a driver. The School Board shall pay the costs of any alcohol or drug tests that it may require.

The terms of this policy shall apply to all School Board property including but not limited to School Board land, offices, buildings, structures, installations, work locations, and all fixtures, machinery, and equipment herein. This policy shall also apply to all owned, leased, or used automobiles, trucks, vehicles, equipment, or other transportation used at or while traveling to and from School Board property during the performance of any School Board business. The term employee in this policy shall refer to anyone who drives a vehicle owned or contracted by the Claiborne Parish School Board.

PROHIBITIONS

Notification shall be provided all driver applicants, School Board drivers, and visitors that the unlawful use, abuse, confirmed presence in the body, possessions, manufacture, distribution, dispensation, transfer, storage, concealment, or sale of legal and illegal drugs, controlled substances, alcoholic beverages, weapons, stolen property, or drug related paraphernalia is strictly prohibited during the course and scope of School Board business and/or while on or using School Board property.

More specifically, prohibited substances include:

Illegal Drugs such as, but not limited to, cannabinoids (marijuana, pot, dope, hashish), cocaine (coke, rock, crack, or base), LSD (acid), PCP (angel dust), MDMA (ecstasy), opiates (heroine, smack, black stuff, black tar, opium, morphine), and any other illegal or unlawfully obtained drug.

Designer and Synthetic Drugs such as but not limited to, ice, ice cube, crank, china white, synthetic heroine, MDA, Adam, Eve, Love Drug, and any other drugs that are made by altering the molecular structure of both legal and illegal drugs to create a drug not expressly banned by Federal law.

Unauthorized or Prohibited Drugs such as but not limited to, nonprescription stimulants, amphetamines, tranquilizers, barbiturates, or any other tablets, capsules, powders, liquids or inhalants containing substances which are regulated by state or federal law or which are intended to mimic such controlled substances. The term unauthorized includes prescription drugs not legally obtained or not being used for prescribed purposes. The term unauthorized also includes any abnormal or dangerous substance which may affect or alter a person's perception, performance, reflexes, reaction time, motor skills, mood, or judgment while working.

Prescription and Over the Counter Medications including legally obtained controlled substances. Abuse of a prescribed controlled substance or use of a prescribed controlled substance not prescribed for the employee or employment applicant is prohibited. Employees and others covered by this policy may maintain prescription drugs and over the counter medications on School Board premises provided:

1. The prescription drugs are prescribed by an authorized medical practitioner for use by the person in possession within the past twelve (12) months and the medication is in its original container. If the medical practitioner is authorizing use of the prescription for a period of longer than twelve (12) months, then a letter from the practitioner is to be placed on file with the School Board Substance Abuse Program Coordinator.

2. Employees are to take the prescription in the manner prescribed by the prescribing practitioner. The employee must not allow any other person to consume the prescribed drug.

3. Over the counter medications are to be kept in their original container.

4. Any employee who has been informed that medication could cause adverse side effects while working or where medication indicates such warning, must inform his/her supervisor prior to using such substances on the job. The School Board at all times reserves the right to have a licensed physician determine if use of a prescription drug or medication

impairs the employee or in any way makes it unsafe for him/her to perform the duties of his/her job. In the event of such a finding, the School Board may, with permission, check with the employee's physician to see if alternative medications are available which would not affect the employee's ability to work safely. The employee may use sick days in the event this situation originates.

Drug Related Paraphernalia is any unauthorized material, equipment, or item used or designed for use in the ingesting, injecting, inhaling, manufacturing, testing, storing or packaging of a prohibited substance.

Unauthorized Possession of firearms, weapons, or explosive or incendiary materials including but not limited to brass knuckles, illegal knives, and other dangerous instruments is strictly prohibited. No personal firearms are allowed on School Board property, loaded or unloaded, except when authorized for either security or law enforcement purposes.

Unauthorized use, possession, removal, theft, conversion, or misappropriation of School Board property, including but not limited to, supplies, materials, facilities, tools, equipment, documents and proprietary information is prohibited.

ENFORCEMENT

In order to accomplish the objectives of this policy, the School Board reserves the right, at all times and in any work area, when circumstances warrant or reasonable cause exists, to conduct unannounced reasonable searches and inspections of School Board facilities. These searches will be conducted by authorized supervisors or search personnel, including drug detection dogs. The areas open to search include but are not limited to lockers, briefcases, desks, boxes, lunch boxes, tool chests, vehicles, and other employee's personal effects.

The School Board also reserves the right, in certain circumstances, to require employees to submit to medical or physical examinations or tests. These procedures may be required at any time as a condition of employment or continued employment. The procedures used may include, but are not limited to, urine drug tests, blood alcohol tests, breathalizer tests, or other medical examination to determine the use of any substance prohibited by this policy or to determine satisfactory fitness for duty. The tests may be announced or unannounced and may be utilized under the following circumstances:

Pre-employment testing shall be required of any qualified applicant or candidate as a condition of consideration of employment. Testing may also be required prior to being approved to work at certain facilities, work areas, or as required by law or contract.

Any post-accident occurrence on the job which requires the evaluation of a physician, or following a serious accident or near miss incident in which safety precautions were violated, or School Board property was damaged, may require drug testing of the involved individuals. Drug testing will be performed in accordance with pertinent regulations.

Reasonable suspicion testing will be conducted when a supervisor has observed signs of possible intoxication or signs of using or being under the influence of prohibited substances, drugs or employee's physical condition or behavior leads the supervisor to have concern for the employee's safety or the safety and well-being of other employees or the public. All supervisory personnel will take part in a School Board sponsored training program to assist them in identifying and addressing illegal drug or alcohol use by employees or others while working. All drivers will undergo a substance abuse and policy education program.

Random testing will be used for all employees covered by this policy to detect and to prevent substance abuse. This type of testing is particularly warranted for employees directly involved with public safety or in security sensitive positions. All employees who drive vehicles owned or contracted by the School Board, whether part time or full time, are eligible to be tested.

Post counseling, post rehabilitation or return to work medical examinations may include drug tests if the employee is returning to work after a long illness, disabling injury, or after completion of a drug and/or alcohol treatment program.

Government required testing may be utilized by the School Board where mandated by the Department of Transportation, Federal Highway Administration, or other agencies. The regulations apply to all drivers of commercial vehicles involved in interstate commerce.

Additional testing and changes in these testing guidelines may be required because of obligations to meet changes in federal and state drug laws or to meet contractual agreements.

Collecting and testing procedures shall conform to all applicable state and federal guidelines and those as prescribed by the Department of Transportation. All searches, inspections, collections, and maintenance of test records shall be performed with due regard to the individual's privacy. The results of any tests will be considered confidential and the information will only be shared with those having a direct need to know and as may be required to support civil or criminal investigations.

Public Law 102-143 Title V, Omnibus Transportation Employees Testing Act

requires that the School Board comply with certain guidelines in order to limit substance abuse in the workplace. The Law requires the School Board to provide training and continuing education on drug abuse related issues. The School Board shall also provide its employees with a list of resources where the employee may go for drug abuse counseling and rehabilitation. The Law also requires that the employee notify his employer of any conviction for drug related offenses within five (5) days of such conviction.

NOTICE OF DISCIPLINARY ACTION FOR POLICY VIOLATIONS

Failure to comply with the provisions of this policy shall be grounds for disciplinary action including but not limited to written reprimands, changes in job assignments, suspensions from work and discharge.

An employee shall be subject to immediate discharge if the employee refuses to cooperate with any of the enforcement provisions of the policy or is believed to have tampered or purposefully tried to alter the outcome of drug and alcohol tests. Additionally, the employee may be discharged if found using, manufacturing, selling, or distributing drugs or alcohol while on School Board premises. Any employee arrested for a drug related offense has five (5) working days from the day of the arrest to notify the School Board. Should an employee at any time be convicted of a drug related offense, they may be terminated immediately.

Positive Results

Alcohol: 0.04 or Positive Result

Any employee testing 0.04 or higher on an alcohol test shall be removed from the covered position (driving) and referred to a Substance Abuse Professional. The employee shall be suspended without pay and/or terminated from employment.

Alcohol: 0.02 to Less Than 0.04

An employee testing 0.02 to less than 0.04 on an alcohol test shall be prohibited from returning to duty and operating any covered motor vehicle until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the test. Repeated incidents may result in referral or treatment program at the employee’s expense and/or to disciplinary action up to and including termination.

Drugs:

If the bus driver tests positive for non-prescribed use of illegal or controlled illegal substances, then the bus driver will be immediately terminated.

If the bus driver tests positive for any other controlled substance that requires a prescription and the bus driver is not taking the drug pursuant to the prescription, then the bus driver will be suspended without pay for a period of seven (7) calendar days or the period of time medically necessary for the body to no longer test positive for the drug or controlled substance, whichever is longer. In order for the bus driver to return to work, he or she will be retested at the end of the suspension period. If the test result is positive, the bus driver's suspension period will be converted to termination. If the test result is negative, then the bus driver will be able to return to work. The company will thereafter test the bus driver regularly for drug and alcohol abuse during the bus driver's remaining employment tenure at Claiborne Parish School Board. In the event a second positive reading for any drugs on any test within one (1) year after the bus driver returns to work, the bus driver will be terminated.

If marijuana or any other controlled substance is found in the bus driver's vehicle as a result of a search occasioned by the use of undercover agents or other appropriate means, the bus driver will be terminated.

If alcoholic beverages, marijuana, or other controlled substances are found in any bus driver's locker, lunch box, or similar container, or on the bus driver as a result of a search occasioned by reasonable suspicion, then the bus driver will be terminated.

New policy: December 11, 2014

Ref: 49 USC 5331 (*Omnibus Transportation Employee Testing Act of 1991),* 49 CFR

40.1 *(Procedures for Transportation Workplace Drug and Alcohol Testing Programs)*; La. Rev. Stat. Ann. **"**17:81, 23:897, 23:1081, 23:1601, 49:1001, 49:1002, 49:1005, 49:1006, 49:1007, 49:1008, 49:1011, 49:1012, 49:1015; Board minutes, 10-6-94, 12-11-14.

EMPLOYEE HEALTH AND SAFETY

The Claiborne Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. The transfer of certain diseases by contact with body fluids may pose a health risk to students, teachers and employees. Therefore, decisions regarding the type of educational and care setting for an infected person should be based on the behavior, neurologic development, and physical interaction with others in that setting. The risk in the school setting should also be considered since children may have a greater risk of encountering infectious agents in a school setting than at home.

It is the responsibility of each and every employee to conduct themselves in a safe and orderly manner. All employees should follow safe operating practices promulgated by the Superintendent and/or staff.

Unanticipated events that may quickly escalate into tragic or catastrophic school-wide situations should be dealt with in accordance with the Board's *Crisis Management Manual* in order to protect the welfare, safety and care of students and staff.

HANDLING BODY FLUIDS IN SCHOOL

All personnel shall be required to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use the precautions outlined in the guidelines for handling body fluids may be subject to disciplinary action.

Ref: 20 USC 1400-1485 (*Individuals of Disabilities Education Act)*, 29 USC 706(7) (*Vocational Rehabilitation and Other Rehabilitation Services)*; La. Rev. Stat. Ann. ''17:436, 17:437; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

EMPLOYEE COMMUNICABLE DISEASE

The Claiborne Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases.

A *communicable disease* shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

The Superintendent may only exclude an employee from their employment setting under either of the following conditions:

1. When reliable evidence or information from a public health officer or physician confirms an employee of the School Board has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population or work environment, the employee shall be excluded from the workplace until state, federal, or local health officials determines the condition is no longer considered contagious and approves the employee's return to work.

2. When reliable evidence or information from a public health officer or physician confirms a staff member has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the affected person shall remain in school or the employment workplace shall be addressed on a case-by-case basis by a *Review Panel* to ensure due process.

Infected employees shall inform appropriate school officials of the infection so that proper precautions for the protection of the students, other employees, and the infected employee can be taken. Failure to do so may be grounds for termination of employment.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling body fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling body fluids and these procedures shall be strictly adhered to by school personnel (see policy *GAMFB, Guidelines for Handling Body Fluids in Schools*).

REVIEW PANEL

Upon learning that an employee has a communicable disease that is known not to be spread by casual contact, the Superintendent shall convene a Review Panel, consisting of the Superintendent or his/her designee and other members as outlined in Bulletin 135, *Health and Safety*, to review the health condition of the employee, the potential health threat the condition may pose, and other related aspects. Due process procedures shall be conducted on a case-by-case basis by the Review Panel as enumerated in Bulletin

135.

Within three (3) operational days (i.e. a day when the School Board Central Office is open for business) after the *Review Panel* convenes, the Superintendent shall provide a written decision to the employee. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning the employee's continued presence in the workplace.

APPEALS

Appeals may be made by the affected employee in writing to the Superintendent and subsequently to the School Board as outlined in *Health and Safety*, Bulletin 135. If the written decision of the Superintendent is contrary to the majority opinion of the *Review Panel*, a majority of the *Review Panel* has the right to appeal the decision in the same manner as outlined in Bulletin 135.

CONFIDENTIALITY

All persons involved in procedures to assess attendance at work of an employee with a communicable disease shall be required to treat all medical information about the employee, any proceedings, deliberations, and/or documents as *confidential information*.

Before any medical information is shared with anyone in the school or work setting, a "Need to Know" review shall be made which includes the employee or his/her representative, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

Revised: January 7, 2016

Ref: 20 USC 1400-1485 (*Education of Individuals with Disabilities)*; La. Rev. Stat. Ann. §§17:81, 17:170, 17:437, 17:1941; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 1-7-16.

GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOL

The Claiborne Parish School Board shall require all personnel to follow specific guidelines in the handling of body fluids in the school setting. While the risk of infection may be low, contact with body fluids shall be minimized. Employees who fail to use the precautions outlined in the guidelines for handling body fluids may be subject to disciplinary action.

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

The following table provides examples of particular germs that may occur in body fluids of children and the respective transmission concerns. The body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because precautions are not always carried out.

TRANSMISSION CONCERNS IN THE SCHOOL SETTING
BODY FLUID SOURCE OF INFECTIOUS AGENTS

BODY FLUID SOURCE CONCERN	ORGANISM OF CONCERN	TRANSMISSION
Blood -cuts/abrasions -nosebleeds	Hepatitis B virus AIDS virus Cytomegalo virus	Bloodstream inoculation through cuts and abrasions on hands
*Feces -incontinence	Salmonella bacteria Shigella bacteria Rotavirus Hepatitis A virus	Oral inoculation from contaminated hands
*Urine -incontinence	Cytomegalovirus	Bloodstream and oral inoculation from contaminated hands

BODY FLUID SOURCE CONCERN	ORGANISM OF CONCERN	TRANSMISSION
Respiratory Secretions -saliva	Mononucleosis Common cold virus Influenza virus	Oral inoculation from contaminated hands
-nasal discharge	Hepatitis B virus	Bloodstream inoculation through cuts and abrasions on hands; bites
*Vomitus	Gastrointestinal viruses, e.g., (Norwalk agent Rotavirus)	Oral inoculation from contaminated hands
Semen	Hepatitis B AIDS virus Gonorrhea	Sexual contact (intercourse)

*Possible transmission of AIDS and Hepatitis B is of little concern from these sources. There is no evidence at this time to suggest that the AIDS virus is present in these fluids.

A. CONTACT WITH BODY FLUIDS

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should at least be available in the office of the custodians, nurses, or principal. It is recommended that gloves be available in every classroom, and convenient to teachers on playground duty. Gloves are recommended when direct hand contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). Gloves used for this purpose should be put in a plastic bag, and sprayed with a solution of 1 part bleach to 10 parts water, mixed fresh, and disposed in a lined trash can, secured, and disposed of daily.

B. DIRECT SKIN CONTACT

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with disinfectant soap and

water for a full three (3) minutes after direct contact has ceased. Clothing and other non-disposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers. Contaminated disposable items (e.g., tissues, paper towels, diapers), should be handled as with disposable gloves.

C. REMOVING SPILLED BODY FLUIDS FROM THE ENVIRONMENT

Most schools have standard procedures already in place for removing body fluids (e.g., vomitus). These procedures should be reviewed to determine whether appropriate cleaning and disinfection steps have been included. Many schools stock sanitary, absorbent agents specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

D. HANDWASHING PROCEDURES

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately one minute.

Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

Should an ungloved person have any contact with bodily fluids, the person having contact should wash his/her hands for a full three (3) minutes using disinfectant soap and water.

E. DISINFECTANTS

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tuberculosis bacillus and viruses. The disinfectant should be registered by the U. S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that may be put in the mouth.

1. Ethyl or isopropyl alcohol (70%)

2. Phenolic germicidal detergent in a 1 per cent aqueous solution (e.g., Lysol*)

3. Sodium Hypochlorite with at least 100 ppm available chlorine (2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used)

4. Quaternary ammonium germicidal detergent in 2 per cent aqueous solution (e.g., Tri-quat*, Mytar* or Sage*)

5. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne*)

*Brand names used only for examples of each type of germicidal solution, and should not be considered an endorsement of a specific product.

F. DISINFECTION OF HARD SURFACES AND CARE OF EQUIPMENT

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

G. DISINFECTION OF RUGS

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of nonreusable cleaning equipment as noted above.

H. LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 2 cup household bleach to the wash cycle. If the material is not colorfast, add 2 cup of non-hypochlorite solution to the wash cycle.

Ref: *Information and Guidelines: Prevention of Disease Transmission in Schools, Acquired Immune Deficiency Syndrome (AIDS)*, State of Connecticut,

Department of Education and Department of Health Services, March 1985; Bulletin 741, *Louisiana Handbook for School Administrators*, Louisiana Department of Education.

HEALTH EXAMINATIONS

The Claiborne Parish School Board, through the Superintendent or designee, may require an employee to have a medical examination whenever there is evidence the employee's condition warrants such action, or there is concern for safety. Examinations may also be conducted to determine adequacy of job performance or to meet requirements of state or federal laws. All examinations conducted shall conform to all state and federal requirements. The physician shall be designated by the Superintendent and/or his/her designee, and the cost of the examination shall be paid by the Board. The Board may be entitled to reimbursement from an employee for the costs of such employee's or applicant's pre-employment medical examination or drug test, however, if the employee terminates the employment relationship sooner than ninety (90) working days after the first day of work or never reports to work, unless there is a substantial change made to the employment by the Board.

BUS OPERATOR

Prior to the opening of each school session, each employed school bus operator, regular, substitute, or activity bus operator shall be required to submit to the Superintendent and/or his/her designee a Commercial Drivers' License (CDL) physical from a licensed physician on forms furnished by the School Board, stating that the operator has been examined and is free from any ailment, disease, or defect that would adversely affect his/her ability to safely operate a school bus. Such certificate should be submitted within fifteen (15) days prior to the opening of school, and the cost of said examination shall be paid by the Board.

Ref: 42 USC 12101 et seq. (*Title I, Americans With Disabilities Act*); La. Rev. Stat. Ann. ''17:81, 17:491, 17:491.2, 23:897.

DANGEROUS WEAPONS

Quality education begins with a safe school environment. The presence of firearms or any dangerous weapon on school campuses or at school-sponsored events presents unnecessary opportunities for students, employees, parents, and others to be seriously injured.

Employees of this school system shall be prohibited from bringing firearms, dangerous weapons, or any instrument intended or likely to produce great bodily harm, or any sort of instrument or object which may be used in any way as a weapon, onto school campuses or to school-sponsored events or on a school bus. Employees who violate this prohibition shall be considered as willfully neglecting their duties and shall be subject to disciplinary action against them, up to and including termination.

This policy is not intended to prevent firearms from being brought to school for educationally-related purposes, such as ROTC training, props for drama presentations, gun safety classes, etc. For purposes of this policy, the term *firearm* is defined to include both instruments which propel shot by the action of gunpowder (i.e., rifles, shotguns) and instruments which propel shot by the action of air (i.e., pellet guns, BB guns).

FIREARM FREE ZONES

It is unlawful for an employee to intentionally possess a firearm on school property or within 1000 feet of school property, with limited exception, or while on a school bus. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*. The Claiborne Parish 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.

Ref: La. Rev. Stat. Ann. ''14:2, 14:95, 14:95.2, 14:95.6, 17:81.

DEFENSE AND INDEMNIFICATION OF EMPLOYEES

In addition to other policies relating to the defense of lawsuits against teachers and other employees, the Claiborne Parish School Board shall provide a defense to an employee when the employee is sued for damages by any student or any person qualified to bring suit on behalf of a student based on any action or statement or the omission of any action or statement by such employee when in the proper course and scope of the employee's duties as defined by the School Board employing such employee. Under those circumstances, the School Board shall provide a legal defense to such a lawsuit including reasonable attorney's fees, investigatory costs, and other related expenses.

In the event any such employee is cast in judgment for damages in such a suit, the School Board shall indemnify the employee against such a judgment including all principal, interest, and costs, except that the School Board shall not be responsible for any costs which the court stipulates are to be borne by a party other than the employee or the School Board.

If the School Board provides an employee with a defense under the foregoing circumstances and the judgment makes an award to the employee for damages or other awards for costs or any fees, the employee shall reimburse the School Board for its costs incurred in the defense. The requirement of reimbursement by the employee shall not exceed the amount received by the employee.

However, nothing in this policy requires the School Board to indemnify an employee against a judgment wherein there is a specific decree in the judgment that the action of the employee was maliciously, willfully, and deliberately intended to cause bodily harm or to harass or intimidate the student. Further, nothing in this policy shall require the School Board to indemnify an employee where it is determined that the employee was acting outside the proper course and scope of the employee's duties as defined by School Board policy.

The School Board shall notify each of its employees of the provisions of this policy for a legal defense and indemnification. Notice shall be given in writing in a clear and concise manner on an annual basis prior to the beginning of each school year.

Ref: La. Rev. Stat. Ann. '17:416.4.

EMPLOYEE USE OF TELEPHONES AND OTHER ELECTRONIC TELECOMMUNICATION DEVICES

Claiborne Parish School Board employees may possess, with the approval of the principal/building administrator, an electronic telecommunication device in any elementary, middle, or high school building, or on the grounds thereof or in any school bus used to transport public school students, but must not have them turned on or use them during instructional time, or while on duty, or in the presence of students, except in an emergency. An *emergency* is defined as an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage. Furthermore, camera phones with video and/or still photography capabilities, voice-recording capabilities, or future technological improvements and/or still equivalent equipment may not be used unless authorized by the school principal or his/her designee. A violation of these provisions may be grounds for disciplinary actions, including but not limited to, dismissal of the employee.

GUIDELINES

The following guidelines have been adopted to ensure acceptable use of cell phones or other electronic communication devices in school buildings and on school buses by teachers and staff of the Claiborne Parish School System:

1. Cell phones or any other form of electronic communication devices are to be kept **out of sight** and the power **off** when students are present.

2. In a situation where there is a "real need" for the phone to be on, it should be set on "silent" or "vibrate." *Real need* is defined as a situation where a staff member may need to be contacted without delay. In such a case, teachers or staff should not talk on the cell phone in front of students. The staff member should inform their principal when this situation exists, whenever possible.

3. In addition, cell phones are not to be used by staff in hallways, the cafeteria, or any area when students are in sight.

4. Cell phone use by teachers and staff is permissible in a building if used out of the sight of students during a teacher's planning period (classrooms with no students, teacher lounge, faculty restrooms, etc.)

5. Bus drivers are prohibited by state law, with limited exception as outlined in policy *EDC, Student Transportation Safety Program*, from using a cell phone or similar device while driving a school bus, except in an emergency.

Any staff member who violates this policy shall be subject to corrective action by the Superintendent and the School Board, including suspension and termination.

Exceptions

School administrators and supervisors may be permitted to carry cell phones in sight due to administrative and safety responsibilities. The phone is required to be in the vibrate mode and used out of the sight of students whenever possible. No personal use of the cell phone is allowed except as provided above for the teachers and staff.

EMPLOYER PROVIDED CELLULAR PHONES

The Claiborne Parish School Board may provide cell phones to employees to ensure the safety of the educational community and school clientele, as well as to enhance all facets of school operations and procedures to improve the efficiency of the district. The Superintendent shall designate those employees who may be issued cell phones, based on the employees' duties and responsibilities.

Cell phones are not a personal benefit, nor a primary mode of personal communication. Cell phones must be used for school-related business **only**. While Board-owned cell phones are not to be used for personal calls, should such calls occur, the School Board shall be reimbursed for all personal calls as well as a pro rata share of assessed fees and charges. Employees shall reimburse the School Board within ten (10) days of the billing notice by the School Board.

School Board personnel shall monitor use of the Board-owned cell phones on a monthly basis for propriety and reasonableness of phone use.

Ref: La. Rev. Stat. Ann. §§17:81, 17:239, 32:289.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

The Claiborne Parish School Board shall require that all communications between employees and students be appropriate and in accordance with state law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

All electronic communication, including electronic mail, by an employee at a school to a student enrolled at any school in the Claiborne Parish School System relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee at a school to a student enrolled at any school in the Claiborne Parish School System or that is received by an employee at a school from a student enrolled at any school in the Claiborne Parish School System using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

A school principal, or his/her designee, may permit an employee at the school to contact one or more specifically identified students enrolled at the school and be contacted by such student or students using a means other than one provided by or made available by the school, provided the employee has requested and received permission from the principal, or his/her designee, to do so and has provided documentation in writing to the principal, or his/her designee, stating the purpose or purposes for such contact. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities such as scouting, and faith-based activities such as a youth group sponsored by a religious organization.

DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any

nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.

2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

3. *Computers* – pertains to any and all computers.

4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.

5. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this policy and any related procedures or practices regarding communications between employees and students.

The parent or other person responsible for a student's attendance shall also be notified of his/her right to request that his/her child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent to and received by more than one student at the school.

INAPPROPRIATE COMMUNICATIONS

The School Board is aware that the reputations and careers of students and educators have been damaged due to inappropriate communications between parties. Therefore, it is the intent of the Claiborne Parish School Board to make all employees and students aware of the expectations and procedures of the school system and the School Board in regard to proper use of all telecommunication devices and computers if used to communicate with one another. The policy is not intended to limit the use of technology as an effective teaching tool.

In addition to reporting communication to or from students not made through the means provided by the school system, employees must report to their supervisor at the first

opportunity available, *any* student-initiated communication that may be construed as inappropriate.

Employees shall be required to comply with all policies, procedures, and practices established by the School Board regarding direct communications with a student, and any failure to do so may result in disciplinary action, up to and including termination of employment. Extreme circumstances may constitute willful neglect of duty. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.

Violations

1. Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

2. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.

3. All information of the investigation shall be provided to the Superintendent and the Personnel Director by the supervisor.

Violations of this policy or any implementing regulations or procedures may result in discipline of the employee up to and including termination of employment in accordance with Board policy.

New policy: September, 2009
Revised: January 10, 2013

Ref: La. Rev. Stat. Ann. §§14:40.3, 17:81, 17:239; Board minutes, 11-5-09.

MISCELLANEOUS CONDITIONS OF EMPLOYMENT

INSPECTIONS AND SEARCHES

It shall be the policy of the Claiborne 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 investigations of stolen property, or the presence of hazardous materials, controlled substances, or the health and safety of employees and students.

As a condition of employment, each employee of the Claiborne Parish 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 Claiborne Parish 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.

Revised: October 10, 2013

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 10-10-13.

USE OF PRONOUNS AND GIVEN NAMES

An employee of the Claiborne Parish School Board shall not be required to address a student by a name other than the student's legal name, or a derivative thereof, and the employee shall not be required to use a pronoun that is inconsistent with the student's sex.

An employee shall not be subject to adverse employment action for declining or refusing to do any of the following:

- Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.

- Identify his/her own pronouns, in violation of La. Rev. Stat. Ann. §17:2122.

A student shall not be subject to disciplinary action for declining or refusing to do any of the following:

- Address a person using a name other than the person's legal name, or a derivative thereof, or by a pronoun that is inconsistent with the person's sex.

- Identify his/her own pronouns, in violation of La. Rev. Stat. Ann. §17:2122.

If a school employee refers to a minor student by a pronoun that is inconsistent with the student's sex or refers to the student by a name other than the student's legal name, or a derivative thereof, the parent may seek corrective action by the school principal so that the student will be addressed according to the student's sex, as defined below.

If the school principal intentionally refuses to implement corrective action, or, if after the school principal implements corrective action, an employee intentionally refuses to honor the corrective action, then the parent shall have remedies as follow:

- An employee, parent of a minor student, or a student who has reached the age of majority aggrieved by an intentional violation of La. Rev. Stat. Ann. §17:2122 by a public school shall have a private cause of action for injunctive relief, monetary damages, reasonable attorney fees and costs, and any other appropriate relief.

- All civil actions brought pursuant to La. Rev. Stat. Ann. §17:2122 shall be initiated within two years of the violation occurring.

This policy shall not be construed to permit employees to disclose student information as prohibited under the Federal Education Records Privacy Act (FERPA), 20 U.S.C.A.

§1232(g).

DEFINITIONS

As used herein, the following terms have the following meanings:

Employee means any individual working in any capacity at a public school including but not limited to teacher s and other school employees, school bus operators, extracurricular personnel, and independent contractors.

Legal name means a person's name as may be evidenced on his/her original birth certificate issued at or near the time of birth.

Parent means a student's parent or legal guardian.

Sex means a person's immutable biological sex, either female or male, as may be evidenced on his original birth certificate issued at or near the time of birth.

Female means an individual whose biological reproductive system is developed to produce ova and who has, had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes eggs for fertilization.

Male means an individual whose biological reproductive system is developed to fertilize the ova of a female who has had, will have, or would have, but for a developmental or genetic anomaly or historical accident, the reproductive system that at some point produces, transports, and utilizes sperm for fertilization.

Student means a person enrolled at a public school on a full-time or part-time basis.

New policy: March 6, 2025

Ref: La. Rev. Stat. Ann. §§17:2122; Bord minutes, 3-6-25.

CONTRACTS AND COMPENSATION

CONTRACTS

On behalf of the Claiborne Parish School Board, the Superintendent shall have the right to enter into contracts of employment between eligible employees and the School Board. The terms and compensations contained in such contracts shall be consistent with State law. Unless otherwise stipulated, all employees shall meet all stated position qualifications and/or certification requirements before any contract shall become valid. Renewal or issuance, when possible, of contracts of employment, as well as dismissal or nonrenewal of contract notices, with the exception of performance contracts, shall be issued on or before the last day of each school year, whenever possible.

The execution of an employee contract between the School Board and employee shall be legally binding upon both parties. Teachers without tenure shall be required to have a written contract. Teachers who have gained tenure may not be required to sign a written contract each scholastic year, but shall be required to sign such employment contracts at intervals determined by the School Board. The failure of a non-tenured teacher to sign a contract for the ensuing school session within the specified time, when required, shall be considered as voluntary termination of employment on the part of the teacher, unless under extenuating circumstances, an extension is granted by the Superintendent. Any subsequent resignation or termination of said contract for reasons other than extreme emergencies, as determined by the School Board, shall constitute a breach of contract against which legal action may be taken by the School Board and the employee dealt with accordingly. The Superintendent shall receive, finalize and accept all resignations of all employees. However, the Superintendent at the next available meeting shall report said resignations to the School Board.

The Superintendent shall sign each teacher contract.

Performance Contracts

Administrative and supervisory personnel in positions that require certification shall be hired under the terms of a performance contract of not less than two (2) nor more than four (4) years, except when such employment is for a temporary position. The School Board shall make the final decision regarding the length of any such performance contract. Prior to the School Board's approval of any initial or subsequent contract which involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board. Termination or non-renewal of any performance contract shall be governed by the terms of the contract and applicable law.

COMPENSATION

Salary Schedules

Upon the recommendation of the Superintendent, the School Board shall establish salary schedules that shall be used to determine the salaries to be paid to teachers and all other school employees. Salaries of all teachers shall set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule and associated regulations; provided, however, that salaries may be stated in and controlled by an employment contract.

Salary schedules shall be established and published not later than June thirtieth annually and shall apply during the schoolyear that begins that year. The salaries as provided in any salary schedule shall be considered as compensation for the work performed by each employee within his/her duties and responsibilities which include only those specifically identified and described in the employee's job description.

Additional compensation shall be provided as follows:

1. In addition to all other compensation to which a teacher is entitled, the School Board shall compensate any teacher who is not afforded the minimum uninterrupted planning time required by La. Rev. Stat. Ann. §17:434(A) at the effective hourly rate of that teacher for each hour of planning time. A teacher's effective hourly rate shall be calculated by converting the teacher's annual salary on the teacher's salary schedule into an hourly rate of pay.

2. The School Board shall adopt a uniform supplemental salary schedule that addresses compensation for duties performed by certified employees beyond the scope of their prescribed duties and responsibilities, in accordance with requirements of La. Rev. Stat. Ann. §17:418 (A).

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.

2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.

3. Experience.

No teacher or administrator who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the

evaluation than the teacher/administrator received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to:

1. The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding;

2. The reduction of any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained;

3. An employee who has been promoted and subsequently demoted to a lower position. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted; or
4. The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.

Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

Experience Credit

A *year of teaching experience* is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one scholastic year, excluding holidays, as authorized by the School Board of the school or institution. However, not more than one (1) year of experience will be granted for a period inclusive of twelve (12) consecutive calendar months. **All** experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

Advanced Degree

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next school semester after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

Retirees

The salary of any retiree who is reemployed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is reemployed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

School Employees

Compensation for all school employees shall be based on salary schedules or hourly rates established by the Claiborne Parish School Board, with the exception that no employee shall receive less than the minimum established by state or federal law.

For the purpose of this subsection, *school employee* shall mean any employee of the School Board that is not required to hold a teacher's certificate as a condition of employment, including but not limited to, bus operator, food service worker, paraeducator, custodian, and maintenance personnel.

Revised: August 9, 2012
Revised: October 9, 2014
Revised: December 8, 2016
Revised: August 8, 2024

Ref: 29 USC 201 et seq. (*Fair Labor Standards Act of 1938, as amended*); La. Rev. Stat. Ann. §§11:710, 17:81; 17:83, 17:84, 17:84.1, 17:411, 17:413, 17:418, 17:419.2, 17:421.4, 17:422.6, 17:423, 17:424, 17:424.2, 17:424.3, 17:444, 17:491, 17:492, 17:496, 17:496.1, 17:497, 17:497.1, 17:498; Wright v. Caldwell Parish School Board, 30.448 (La. App. 2 Cir. 6/16/99); Garcia v. San Antonio Metropolitan Transit Authority et al., 105 S. Ct. 1005 (February 1985); Harrah Independent School District v. Martin, 99 S. Ct. 1062 (1979); Rouselle v. Plaquemines Parish School Board, 93-1916 (La. 2/28/94), 633 So.2d 1235, 1241; Board minutes, 8-9-12, 10-9-14, 12-8-16, 8-8-24.

COMPENSATION GUIDELINES/OVERTIME

The Claiborne Parish School Board, for purposes of accurate and timely wage and salary determinations, and in an attempt to ensure consistency and fairness in the application and interpretation of federal regulations established in the *Fair Labor Standards Act (FLSA)*, sets forth the following guidelines.

MINIMUM WAGE

The minimum wage paid on an hour-by-hour basis to all school system employees whether full or part time, permanent or temporary shall be at least equal to the federal minimum wage.

WORKWEEK

A *workweek* is a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The school system workweek begins at 12:01 a.m. each Monday for all employees and consists of seven (7) consecutive days. Each workweek stands alone for the purpose of determining overtime pay for nonexempt employees.

WORK SCHEDULES

The work schedule for exempt employees such as principals, teachers and others will vary as to time of reporting and will continue until professional responsibilities to students, school, and School System are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, School Board and Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the FLSA and the provisions of this policy, will define work schedules for nonexempt employees.

SALARIES

A fixed salary is paid to nonexempt employees for hours worked for forty (40) hours in a workweek. Nonexempt employees who have a work schedule of fewer than forty (40) hours in a workweek are not paid overtime compensation unless the employee works more than forty (40) hours in a workweek. Such employees will be paid their regular rate of pay for time worked up to forty (40) hours.

PART TIME IN DIFFERENT CAPACITY

If individuals are employed in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the secondary voluntary capacity shall not be counted as hours worked for overtime purposes.

CLASSIFICATION OF EXEMPT OR NONEXEMPT EMPLOYEES

Exempt – Employees who are not eligible to receive overtime compensation. These employees are generally salaried employees whose primary duties are directly related to the management or administrative and business functions within the school system. Learned professionals, such as teachers, are also classified as exempt. Other exempt employees may include, but not be limited to, the Superintendent, directors, level 1 and level 2 supervisors, principals, assistant principals, and degreed professionals.

Nonexempt – Employees who are eligible to receive overtime compensation. These employees perform work involving repetitive manual operations, such as maintenance employees, food service employees, janitors and custodians, bus drivers, and security personnel. Nonexempt employees may also include office employees who perform non-manual labor, such as secretaries, paraprofessionals, nurses, data-processing operators and technicians, cafeteria managers and staff, bus drivers, maintenance staff, accounting and payroll staff.

Utilizing the provisions of and accompanying regulations implementing the *Fair Labor Standards Act*, the School Board shall classify all employees of the school system as *exempt* or *nonexempt* for purposes of determining eligibility for overtime compensation.

HOURS WORKED FOR OVERTIME REQUIREMENTS

Hours worked for nonexempt employees includes all hours during which the individual is required to be on duty - generally from the required starting time to normal quitting time. Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period. Break periods of twenty (20) minutes or longer do not count as work time. Hours worked do not apply to exempt employees. Exempt employees are excluded from the overtime requirements and their work schedules may include meetings, extracurricular activities, parent conferences, planning time and other responsibilities of the position.

OVERTIME COMPENSATION

Nonexempt employees who work in excess of forty (40) hours per workweek will earn compensation at one-and-one-half times their *regular rate* for all hours more than forty (40). However, the School Board discourages overtime work (more than forty hours in a workweek) by nonexempt employees.

OVERTIME HOURS

Overtime hours (more than forty hours worked in a workweek) will be held to a minimum consistent with the needs and requirements of sound and orderly administration. **The Superintendent or his/her designee shall approve all overtime in advance.** Overtime assignments of nonexempt employees shall be permitted only

when required by operational necessity. All hours worked by nonexempt employees must be scheduled and duly authorized. Any hours worked by a nonexempt employee over forty (40) hours during the workweek must be authorized in writing and documented on the *Change in Working Hours/Overtime Request Form* by the building principal or department head prior to the time the work is performed. Unauthorized overtime shall not be tolerated. All supervisory personnel must monitor overtime use on a weekly basis and report such use to the Superintendent or his/her designee.

Flexible Time

Principals or supervisors may need to adjust daily schedules of nonexempt employees to prevent nonexempt employees working more than forty (40) hours in a workweek. Accurate and complete time sheets and/or records of the actual hours worked during a workweek shall be signed by each nonexempt employee and supervisor and submitted to the payroll department.

Building principals, department heads and other supervisors are subject to discipline for allowing nonexempt employees under their supervision to work more than forty (40) hours in a workweek without the Superintendent's advance approval. Nonexempt employees are not allowed to begin their duties prior to their scheduled start time and supervisors are to monitor sign-in procedures to prevent such employees performing duties prior to the start time.

COMPENSATORY TIME OFF

Nonexempt employees who work more than forty (40) hours during any workweek may be provided compensatory time (comp time) off. Compensatory time will be provided at the rate of one and one-half hours for each hour of overtime worked.

Compensatory time may be accrued up until 240 hours (160 overtime hours). Overtime work beyond this maximum accrual amount shall be paid in cash.

Every effort shall be made to permit the use of compensatory time at the time mutually agreed upon by the individual and employee's supervisor. Nonexempt employees shall be required to use any accumulated compensatory time. However, where the individual's absence would unduly disrupt the school system operations, the school system retains the right to postpone the usage of any compensatory time.

Time off for working on an official holiday will not be considered compensatory time off but as a delayed holiday. Employees who are required to work on an announced holiday must be given equal time off within the same fiscal year.

Nonexempt employee's record of compensatory time shall be maintained by the Personnel Department.

TRAVEL

Ordinary travel time from home to a work site or a school location or vice versa is not work time. Official travel during an individual's regular working hours will be considered hours worked.

LEAVE

Time taken for annual leave, sick leave, leave without pay, or other leave taken for the purpose of jury duty, military assignment, or because of death in the family is not counted as hours worked to determine if a nonexempt employee worked more than forty (40) hours in a workweek.

VOLUNTEERS

A *volunteer* is defined as an individual who receives no compensation or who is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered and such services are offered freely and without coercion, direct or implied, from the School System. If an employee of the School System wishes to volunteer, the volunteer services must be different from the services the employee is employed to perform. The Superintendent or designee must approve any exception.

EXCLUSIONS FROM OVERTIME PAY REQUIREMENTS

Executive, administrative, professional and certain computer employees are identified as exempt from overtime pay if their job duties and salary meet the rules for one or more of the categories of exemption provided by the FLSA and the implementing regulations. A list of the exempt employees will be maintained by the Personnel Department.

EXEMPT EMPLOYEE DEDUCTIONS

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. An exempt employee may file a grievance in accordance with the School Board's grievance procedure (policy *GAE*), if there is a dispute or objection to deduction from pay.

RECORD-KEEPING

Exempt Employees

The following records must be kept for each employee:

- Name and identifying number
- Home address, including zip code
- Birth date if the employee is less than nineteen (19)
- Sex and occupation in which employed

Time and Attendance:

Teachers shall record daily when they report to work and when they leave work.

Nonexempt Employees

The following records must be kept for each employee:

- Name and identifying number
- Birth date, if younger than nineteen (19)
- Home address, including zip code
- Sex and occupation
- Time and day of week when employee's workweek begins
- Hours worked each day
- Total hours worked each workweek
- Basis on which employee's wages are paid (e.g. "$6 an hour", "$220 a week")
- Regular hourly rate
- Total daily or weekly straight-time earnings
- Total overtime earnings for the workweek
- All additions to or deductions from wages paid each pay period
- Total wages paid each pay period
- Date of payment and the pay period covered by the payment (29 CFR §516.2)

Time and Attendance:

Non-exempt hourly employees shall record daily the time they begin work, take breaks, take lunch periods, and when they leave work. Vacation and sick leave days should also be recorded. Work periods that are not a minimum of thirty (30) minutes must be reported as hours worked.

RETENTION OF PAYROLL RECORDS (See also policy *DIE, Retention of Records*)

Records to be preserved for three (3) years:

- Payroll records
- Certificates, agreements, plans, notices, etc. (e.g. contracts, written agreements memoranda summarizing the terms of oral agreements)
- Sales and purchase records (29 CFR §516.5)

Records to be preserved for two (2) years:

- Supplementary basic records
- Basic employment and earnings records
- Wage rate tables
- Work time schedules
- Order, shipping and billing records
- Records of additions to or deductions from wages paid
- Records that explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment (29 CFR §516.6)

SPECIAL SITUATIONS

Nonexempt employee - cannot volunteer to perform work that is part of their normal job duties, for example, a janitor may not volunteer to clean up after school events (ball games) without such time counting as hours worked during a workweek. A janitor could volunteer to coach an athletic team. An employee who is the parent of a child in an activity may volunteer for work similar to their regular duties upon special request and permission.

Meetings - when authorized or required will be counted as hours worked for nonexempt employees.

In-Service Training - when authorized or required will be counted as hours worked for nonexempt employees.

Waiver of Rights - nonexempt employees shall not be allowed to waive their rights under Fair Labor Standards Act (FLSA).

Bus Drivers - uninterrupted time off between the morning and afternoon runs will not count as hours worked.

Students - Vocational students performing work as part of a curriculum are students and not workers; therefore, wages are not mandatory under FLSA. Students helping in office capacities for short periods of time are volunteers and not employees. The

payment of wages is not mandatory under FLSA.

Release time - the Superintendent may grant exempt employees release time from their duties in the event of required extended periods of duty due to extreme emergencies such as some natural disasters or man-made disasters. Such release time may not affect the orderly operation of the school system.

Flexible time (flex time) - A principal or supervisor may adjust the hours and schedule of a nonexempt employee within a workweek to avoid an employee working more than forty (40) hours in a workweek. An employee may be given a different reporting time or quitting time due to a scheduled evening requirement during the workweek.

ACKNOWLEDGMENT OF POLICY

Employees shall be provided a copy of this policy and be required to sign a statement to acknowledge their receipt of the policy.

Revised: August, 2009

Ref: 29 USC 201 et.seq. (*The Fair Labor Standards Act of 1938,* as amended); Garcia v. San Antonio Metropolitan Transit Authority et al., 105 S.Ct. 1005 (February 1985); La. Rev. Stat. Ann. ''17:84.1, 17:196, 17:197, 17:197.1, 17:198, 17:199, 17:422.5.

PERSONNEL POSITIONS

The number of teachers and other school personnel to be employed in the school district shall be determined by the Claiborne Parish School Board. It is the intent of the School Board to activate a sufficient number of positions to accomplish the district's goals and objectives.

The Superintendent shall be delegated the authority to make recommendations to the Board for adding new positions and for making revisions and/or adaptations to existing job titles and/or descriptions, or for making adjustments to the system's personnel that will contribute to more efficient operations.

The Superintendent shall maintain a comprehensive and up-to-date set of job descriptions of all positions in the school district. These job descriptions shall be kept on file and utilized in conjunction with the performance evaluation plan. All personnel shall be given a copy of their respective job description when first employed and any time the job description is revised.

New policy: September 6, 2012

Ref: La. Rev. Stat. Ann. §§17:54, 17:81; Board minutes, 9-6-12.

RECRUITMENT

The Claiborne Parish School Board shall make a concerted effort to recruit the best employees available, and to assign such employees to positions, departments, levels or subject fields in which they have achieved full qualification or certification. When vacancies occur in existing positions or when new positions are created, and such positions are not filled by transfer of qualified personnel, the Superintendent or his/her designee shall post notice of the vacancy and shall have the discretion to advertise for certain positions when circumstances warrant.

APPLICATIONS

Applications for teaching positions shall be submitted to and retained by and in the office of the Personnel Director for a period of not less than three (3) years and all applications for non-certified positions shall be retained for a period of not less than one (1) year.

Disclosure of Information by Applicant

As part of the application process, the School Board shall require the applicant to sign a statement that:

1. Authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is/was a city, parish, or other local public school board, relative to all instances of sexual misconduct with students committed by the applicant, if any.

2. Releases the applicant's current or previous employer, if such employer is/was a city, parish, or other local public school board, and any school employee acting on behalf of such employer from any liability for disclosing any information as described above in accordance law.

3. Authorizes the release and disclosure of information by the applicant's current or previous employer, if such employer is/was the Louisiana School for the Deaf, the Louisiana School for the Visually Impaired, or Special School Programs, relative to all instances of *abuse* or *neglect* committed by the applicant, if any.

4. Requires disclosure of information by the applicant of all instances of sexual misconduct with and abuse or neglect of any student committed by the applicant, if any, including:

    A. All actual cases of sexual misconduct with a minor or student by the applicant.

B. All investigations of sexual misconduct by the applicant with a minor or student that occurred within thirty-six months prior to the applicant's resignation, dismissal, or retirement from school employment.

C. All actual or investigated cases of abuse or neglect of a minor or student by the applicant.

If an investigation determined that a formal allegation of an applicant was inconclusive, unjustified, or otherwise without cause for further formal pursuit, the applicant shall not be required to disclose such the information listed in A through C above.

The School Board shall not hire any applicant who does not sign the statement as required by law.

A copy of the required statement signed by the applicant shall be included with any written request made to the applicant's current or previous employer, if such employer is/was a city, parish, or other local public school board, to provide the above-referenced information. The School Board may employ any applicant on a conditional basis pending review of any information obtained pursuant to this request. Permanent employment shall not occur until the information has been satisfactorily verified.

Any information obtained by the School Board as a result of an applicant's disclosure and/or request made to an applicant's current or previous employer as outlined above shall be used by the School Board *only* for the purpose of evaluating an applicant's qualifications for employment in the position for which he/she has applied, and shall not be disclosed to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

In addition to the above, as part of the application process, the School Board shall request the applicant's performance evaluation results, if applicable. Once the evaluation results have been received, the applicant shall be given an opportunity to review the information received and provide any response or information the applicant deems appropriate.

Finally, the applicant shall grant permission by signing a statement on the application form that permits the School Board to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer.

Disclosure of Applicant's Records

When filling vacancies in positions of authority or those with policymaking duties, the Superintendent or his/her designee shall not utilize only oral contacts and interviews of applicants considered, or use any other means to circumvent the provisions of Louisiana public records law. However, oral contact prior to a person becoming an applicant shall not be prohibited and neither shall oral contact which may result in a written application

or other documents.

The name of each applicant for a public position of authority or a public position with policymaking duties, the qualifications of such an applicant, and any relevant employment history or experience of such an applicant shall be available for public inspection, examination, copying, or reproduction as provided for in the Louisiana Public Records Act.

Bus Operators

All persons, prior to employment as a bus operator with the Board, shall fill out an application form. Each applicant shall complete all prerequisites required by law and Bulletin 119, *Louisiana Student Transportation Specifications and Procedures,* before he/she shall be considered for employment as a bus operator or substitute bus operator.

Upon completion of the prerequisites, the applicant's valid application shall be filed in the personnel department for consideration of employment to fill vacancies as they occur. All applications shall be validated each year.

CRIMINAL HISTORY OF APPLICANTS

The Claiborne Parish School Board shall require, in accordance with state law, applicants for employment with the School Board to submit necessary information regarding their backgrounds. Every prospective employee shall be required to provide authorization for the disclosure of any information regarding past criminal offenses, including arrests, convictions, pleas of nolo contendere, or other dispositions, including dismissals of convictions. Every prospective employee shall be subjected to fingerprinting and each person's fingerprints shall be submitted to the Louisiana Bureau of Criminal Identification and Information for a criminal history records check in accordance with La. Rev. Stat. Ann. §15:587.1.

A standard applicant fingerprint card acceptable to the Louisiana Bureau of Criminal Identification and Information and a disclosure authorization form shall be provided the applicant by the School Board or may be obtained from local police authorities. It shall be the responsibility of the applicant to have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing.

1. A person who has been convicted of or has plead *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1(C) or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2018, shall not be hired as bus operator, substitute bus operator, or janitor, or as a temporary, part-time, or permanent school employee of any kind.

2. A person shall not be hired as an administrator, teacher, or substitute teacher if the person:

A. Has been convicted of or has plead *nolo contendere* to a crime listed in La. Rev. Stat. Ann. §15:587.1(C) even if adjudication was withheld or a pardon or expungement was granted.

B. Has been found to have submitted fraudulent documentation to the State Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.

C. Has been found to have facilitated cheating on any state assessment as determined by BESE.

3. The School Board may hire a person as an administrator, teacher, or substitute teacher who has been convicted of or has pled nolo contendere to an offense listed in La. Rev. Stat. Ann. §15:587.1(C), who has been found to have submitted fraudulent documentation to BESE or LDOE as part of an application for a teaching certificate or other teaching authorization, or who has been found to have facilitated cheating on any state assessment if BESE approves a formal appeal request submitted by the person and issues a teaching certificate or authorization.

4. Any person employed to provide cafeteria, transportation, janitorial, maintenance, or student services by any person or entity that contracts with a school or school system to provide such services shall be considered to be hired by the school system.

5. The School Board may reemploy an administrator, teacher, or other school employee who has been dismissed for conviction of a crimes except a crime listed in La. Rev. Stat. Ann. §15:587.1(C), **only** upon written approval of a district judge of the parish and the district attorney, or upon written documentation from the court in which the conviction occurred stating that the conviction has been reversed, set aside, or vacated. Any such statement of approval of the judge and the district attorney and any such written documentation from the court shall be kept on file at all times by the school and shall be produced upon request to any law enforcement officer.

Revised: August 9, 2012
Revised: June 16, 2021
Revised: February 5, 2026

Ref: La. Rev. Stat. Ann.15:587, 15:587.1, 17:15, 17:24.2, 17:81, 17:81.9, 17:83, 17:430, 17:3884, 23:291, 42:1119, 44:12.1, 44:31, 44:31.1, 44:32, 44:33, 44:34; La. Children's Code, Art. 603, 606; Board minutes, 8-9-12, 6-16-21, 2-5-26.

PROTECTION OF CRIMINAL BACKGROUND INFORMATION

The Claiborne Parish School Board utilizes the Louisiana State Police (LSP) Bureau of Criminal Identification and Information for performing criminal background checks on employment candidates. In order to process criminal background checks utilizing this system, the Claiborne Parish School Board shall:

1. Comply with state and federal laws, rules, regulations, procedures, and policies, including, but not limited to, the most current version of the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Security Policy and the Louisiana Noncriminal Justice Agency Guide regarding the access, use, and dissemination of Criminal History Record Information (CHRI).

2. Only use CHRI for the purpose requested as stated in the Louisiana Noncriminal Justice Agency Guide.

3. Obtain and retain any required documents mandated by state or federal law for the purpose of submitting and processing a fingerprint based CHRI background check for each individual request.

4. Establish the necessary security and management controls for the security and confidentiality of CHRI received in accordance with the most current version of the FBI CJIS Security Policy and Louisiana Noncriminal Justice Agency Guide. This includes, but is not limited to:

    A. Designating a Noncriminal Agency Coordinator (NAC) who will act as liaison between the Claiborne Parish School Board and LSP Bureau. The NAC will receive audit information from the LSP Bureau and serve as the onsite contact person during audits.

    B. Designating a Claiborne Parish School Board Security Officer who is responsible for ensuring compliance with the terms of this Agreement and state and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI.

    C. Ensuring its officers, employees, agents, and any other persons associated with the Claiborne Parish School Board who have access to CHRI, have received security awareness training.

    D. Ensuring its officers, employees, agents, and any other persons associated with the Claiborne Parish School Board, abide by all state

and federal laws, rules, regulations, procedures, and policies regarding access, use, and dissemination of CHRI; including, but not limited to, any LSP Bureau system(s) approved for use by the Claiborne Parish School Board for the access, receipt, and retention of CHRI. Additionally, the Claiborne Parish School Board acknowledges and understands that the use of this system provides for tracking and monitoring of computer access and location-specific variables, as authorized by federal and state laws, rules, regulations, procedures, and policies, including, but not limited to, the most current version of the FBI CJIS Security Policy and Louisiana Noncriminal Justice Agency Guide as it pertains to CHRI. Tracking and monitoring is to ensure the use, storage, dissemination, and processing of CHRI is completed in an appropriate environment and limited to authorized personnel.

E. Establishing and implementing minimum screening requirements as required by CJIS Security Policy for its officers, employees, agents, and any other persons associated with the Claiborne Parish School Board who have access to CHRI. No individual may be granted access by the School Board when a felony conviction of any kind exists, unless explicitly approved by the LSP Bureau or CJIS System Officer (CSO).

F. Restricting access to physical or electronic CHRI to authorized personnel. Physical copies shall be maintained in a controlled, secure environment, such as in a locked cabinet in a room not accessible to all staff and visitors. When a physically secured location cannot be met, electronic media shall be protected with encryption that meets the most current FBI CJIS Security Policy.

G. Disseminating CHRI only when authorized by state or federal law approved by the U.S. Attorney General.

H. Ensuring the Claiborne Parish School Board establishes incident response policy and procedures, including an operational incident handling capability for agency information systems, whether physical or electronic. The School Board shall track, document, and promptly report a security incident of physical or electronic CHRI to the LSP Bureau Information Security Officer (IS)) who shall report the incident to the Louisiana CJIS ISO, Local Agency Security Officer (LASO), appropriate School Board officials, and/or local authorities.

I. Establishing and implementing policy and procedures for CHRI media protection, including, but not limited to, storage and access, media transport, electronic CHRI sanitization, and physical disposal.

5. Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime will:

   A. Have their access to CHRI suspended until the outcome of an arrest is determined and reviewed by the DCJIS in order to determine if continued access is appropriate.

   B. Have their access suspended indefinitely if a conviction results in a felony of any kind.

   C. Have their access denied by the DCJIS where it is determined that access to CHRI by the person would not be in the public's best interest.

6. Notify individuals of their right to update, challenge, or correct any discrepancies within his or her CHRI, and the Claiborne Parish School Board providing direction on how to do so.

   A final adverse decision based on an individual's CHRI shall not be made until the individual has been afforded thirty (30) days to correct or complete the CHRI.

7. Retain supporting documentation for a minimum of three (3) years from the time CHRI results are returned for audit purposes. Documentation, including but not limited to, Authorization Forms that support the Claiborne Parish School Board's purpose for requesting the individual to complete a background check coincides with an authorized purpose in state or federal law. The LSP Bureau recognizes the School Board may have a document retention policy that requires a time period greater than three (3) years.

8. Allow the LSP Bureau to conduct on-site audits to ensure compliance with the terms of this Agreement.

9. Immediately notify the LSP Bureau of any changes to sections 1 and 3 provided in this Agreement. If access is no longer needed nor authorized by applicable state or federal law, rule, regulation, procedure or policy, the Claiborne Parish School Board shall notify the LSP Bureau via email within twenty-four (24) hours to terminate access.

10. Maintain and keep current a list of all Claiborne Parish School Board employees with digital or physical access to CHRI and their purpose for access.

Staff shall create and utilize procedures to comply with the requirements of this policy.

Whenever possible, access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need should arise for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit); they will be escorted by, or be under the supervision of, authorized personnel at all times while in these area(s).

ADMINISTRATION OF NON-CRIMINAL JUSTICE FUNCTIONS

The Claiborne Parish School Board will abide by the Criminal Justice Information Services (CJIS) Security Policy, Section 5.1.1.1 Information Handling. This information will be utilized for the sole purpose of employment suitability for the Claiborne Parish School Board.

The following procedures will be utilized in the handling of this information:

1. Designated personnel will be assigned the task of scheduling prospective employees for fingerprinting and receiving CHRI from the Louisiana State Police and the Federal Bureau of Investigation. The applicant shall be provided with all information needed to successfully register for fingerprinting

2. Once the CHRI is received it shall be reviewed by the Personnel Director, or the NAC/LASO, in the absence of the Personnel Director, for acceptance.

3. Any areas of concern on the CHRI will be discussed with the prospective employee. If the prospective employee disagrees with any content on the background check, they will be allowed to provide documentation from the courts that will clarify areas of concern.

4. The CHRI will become a permanent document in the official personnel record of the employee which is stored in a locked file system in a locked room and/or in an electronic file. This information is accessible only to the designated Personnel Employee(s) and the individual employee to whom these records pertain.

5. Under no circumstances will this information be shared with any other employee or third party unless the file is subpoenaed by the courts or authorized by the employee to be shared for legal purposes with an attorney.

6. CHRI may only be used for the official purpose for which it was requested and cannot be shared with other entities for any purpose, including subsequent hiring determinations.

SECURITY AWARENESS TRAINING

All Claiborne Parish School Board personnel who are assigned the task of collecting CHRI on prospective employees will abide by CJIS Security Policy, Section 5.2.1 -

Security Awareness Training. This training will be set up by assigned personnel from the Louisiana State Police. This training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJIS to include all personnel who have unescorted access to a physically secure location.

SECURITY OF CRIMINAL HISTORY RECORD INFORMATION

The Claiborne Parish School District will provide a physically secure room to protect CHRI as required by CJIS Security Policy, Section 5.9.2 Controlled Area. Only authorized personnel shall have access to the information. This area will remain locked at all times when not in attendance by authorized personnel. A list of authorized personnel shall be established, maintained and updated as needed. All electronic storage of media shall follow the encryption standards of CJIS Security Policy 5.10.1.2. if stored outside of a physically secured room.

INCIDENT RESPONSE

Any breaches of information or potential security violations shall be immediately reported to the Director of Personnel. The Director of Personnel will be responsible for the investigation of the incident(s) and utilize every measure possible to rectify the situation. All violations shall be documented and reported to the appropriate agency officials and/or authorities.

DISCIPLINARY MEASURES

1. Using CHRI for any purpose other than what is allowed by state statute or Federal code is considered misuse.

2. Any violation of this policy shall be immediately investigated by the employee's supervisor. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

3. The supervisor shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.

4. All information of the investigation shall be provided to the Superintendent and the Personnel Director by the supervisor.

5. At the conclusion of the investigation if it is determined that indeed intentional misuse of CHRI took place, the employee may face loss of access to CHRI, loss of employment, and/or criminal prosecution. Misuse of CHRI shall be reported to the state.

MEDIA PROTECTION

The Claiborne Parish School Board shall ensure that CJIS Security Policy/Media

Protection is followed at all times. Access to digital and physical media in all forms is restricted to authorized individuals. Procedures to ensure media protection includes the handling of CJI by only authorized personnel from the time the information is received electronically to the time that it is filed in the physical personnel file of the employee. Unauthorized employees are not allowed to handle this information at any time.

Staff shall create and utilize procedures to comply with the requirements of this policy.

DISPOSAL OF PHYSICAL MEDIA

The Claiborne Parish School District shall adhere to CJIS Security Policy, Section 5.8.4 Disposal of Physical Media. The Claiborne Parish School Board maintains all criminal record information of all employees. Records shall be kept as a part of the permanent personnel file of the employee. A copy of records of any person who did not become an employee at the initial processing of the background will be maintained in a locked file for one (1) year. At the end of the one year the file will be shredded.

New policy: February 23, 2021
Revised: August 8, 2024

Ref: Board minutes, 2-23-21, 8-8-24.

EMPLOYMENT OF PERSONNEL

The Claiborne Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

Teachers and all other personnel shall be selected for employment by the Superintendent. The Superintendent shall ensure that all employees, both current and prospective, have proper certification, where applicable, and are qualified for the position in which they are employed. Seniority and tenure shall not be used as the primary criteria when making any employment decision.

The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed.

BUS OPERATORS

Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. The School Board shall notify such bus operator of the route vacancy by mail to his/her residence. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route, then a substitute bus operator shall be selected for the position from a list of approved substitute school bus operators. If no tenured, probationary, or substitute bus operator wants the route, then a new operator shall be hired.

Substitute operators for bus routes shall have and shall meet the same qualifications as regular operators.

The Superintendent may select an operator to fill a vacant route using a different process than outlined above, but **only** if the School Board is required to bear an increase in the unreimbursed costs for nonpassenger miles over those attributable to the previous operator who vacated the route.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular bus operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator can be appointed to a route. A substitute operator may not drive a route for a period that exceeds the end of the school year during which the operator began driving the route.

If an operator is on *approved* leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

Whenever a school bus operator owning his/her own bus retires, a vacated route shall be offered first to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

FEDERAL OR STATE GRANT FUNDED POSITIONS

Whenever the School Board is the recipient of grants from federal, state or private funding agencies for supplementing and/or funding of innovative educational strategies, long range planning, and special supportive services, such grants may fund staff positions related to the grants. *Grant-funded positions* may be full-time or part-time positions established for specific periods of time, not to exceed the scheduled termination date of the applicable grant funded. Continuation of an employee’s service in a grant-funded position shall be contingent upon the continuing availability of funds from the applicable grant funding source.

Revised: September, 2009
Revised: October 6, 2011
Revised: August 9, 2012
Revised: November 6, 2014
Revised: September 8, 2016
Revised: April 11, 2019

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.9, 17:413, 17:493.1, 17:500, 23:897; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-6-08, 10-6-11, 8-9-12, 11-6-14, 9-8-16, 4-11-19.

EMPLOYMENT OF RETIRED PERSONNEL

The Superintendent, or principal, with the approval of the Superintendent, may employ retired employees in accordance with the requirements of law and guidelines of the appropriate retirement system. A retired employee who is hired under such circumstances shall not, however, be guaranteed any position/employment with the Claiborne Parish School Board.

Certified personnel who are members of the Teachers Retirement System of Louisiana (TRSL) and who are retired may be rehired in accordance with the laws and guidelines of that retirement system. The School Board shall, within thirty (30) days thereafter, notify the TRSL in writing of such employment, the date of re-employment, and a determination as to whether the person is a retired teacher. Upon termination, the School Board shall provide the same notice to the TRSL.

Bus operators who have retired from service may be employed and returned to service as full-time bus operators in accordance with the provisions of law and the guidelines of the Louisiana School Employees Retirement System (LSERS). Whenever a retired bus operator is re-employed, the School Board shall notify LSERS in writing within ten (10) days of such employment of the date employment began. Upon the bus operator's termination, the School Board shall provide LSERS in writing with information and notice of the termination.

Any retired non-certified employee, other than a bus operator, may be re-employed as a full-time, part-time, temporary, or substitute employee. The School Board shall notify LSERS in writing of such employment and shall notify LSERS in writing of the termination of such employment.

The School Board acknowledges that the TRSL and the LSERS have their own governing boards and their own regulations and interpretations of state laws impacting retirement. Accordingly, School Board staff members do not have the authority to give advice to employees, retirees, or others on retirement matters. Individuals seeking information about retirement matters should contact their respective retirement systems directly.

New policy: August, 2010
Revised: October 6, 2011
Revised: January 10, 2013
Revised: February 11, 2016
Revised: December, 2018
Revised: December 10, 2020

Ref: La. Rev. Stat. Ann. §§11:710, 11:1006, 11:1007, 17:81; Board minutes, 11-11-10, 10-6-11, 1-10-13, 2-11-16, 12-10-20.

ASSIGNMENT

POSITION ASSIGNMENTS

The Claiborne Parish School Board delegates to the Superintendent or his/her designee the assignment of all teachers, administrators, supervisory personnel, and other employees of the Board to their respective positions and/or schools. The principal shall have the authority to determine the placement of all teachers or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent. Personnel shall be assigned on the basis of performance, effectiveness, and qualifications applicable to each position.

In order to avoid conflicts of interest, or the appearance of same, it is the desire of the Board that employees not be assigned to a position that would require that employee to be directly supervised by an immediate family member. The above provision, however, does not apply, in accordance with statutory provisions, to an immediate family member of an athletic director of a school, which may employ an immediate family member as a coach where he/she is athletic director. ***Immediate family members*** include the person's children, the spouses of the person's children, the person's brothers and their spouses, the person's sisters and their spouses, parents, spouse, and the parents of the person's spouse.

For purposes of this policy, principals shall be considered to directly supervise all programs operated at their school; therefore no immediate family member of any principal shall be employed to work in any program operated at his/her school. Also, any department head shall be considered to directly supervise all operations in the department.

CLASS ASSIGNMENT

The principal shall be responsible for assigning teachers to classes within his/her respective school. Except in extenuating circumstances, the principal shall notify teachers of their anticipated assignment for the school year prior to the opening of school. Teachers who wish to request reassignment for the subsequent school year may do so provided such request is submitted prior to the close of the school year. Principals shall give every reasonable consideration to teacher requests for assignment to a particular grade level and/or subject area for which a teacher is certified and qualified.

A teacher shall be notified by the principal of any change in assignment as soon as reasonably possible.

Revised: August 9, 2012

Ref: La. Rev. Stat. Ann. §§17:81, 42:1119; Board minutes, 8-9-12.

PROBATION

TEACHERS

Upon initial employment with the Claiborne Parish School Board, teachers shall remain on an *at-will employment status* until they have successfully met the statutory criteria to be granted tenure with the school system. During this period, the teacher may be terminated by the Superintendent after providing the teacher with written reasons therefor and an opportunity to respond within seven (7) days.

CONTRACT APPOINTEES

Employees hired under a promotional or performance contract shall not be entitled to any probationary period.

BUS OPERATORS

Each school bus operator shall serve a probationary term of three (3) years from the date of first employment in the district. During the probationary term, the School Board may dismiss or discharge any operator upon the written recommendation of the Superintendent, accompanied by valid reasons therefor.

Any school bus operator found unsatisfactory by the School Board at the expiration of the probationary term shall be notified in writing by the School Board that he/she has been discharged or dismissed; in the absence of such notification, such probationary school bus operator shall automatically become a regular and permanent operator in the employ of the School Board. A school bus operator hired on or after July 1, 2012 shall not be eligible to become a regular and permanent operator.

SCHOOL EMPLOYEES

All school employees (those employees who are not teachers or bus operators) shall be placed on a ninety (90) day probationary basis upon being placed on regular employment status. All school employees shall be evaluated by their principal and/or immediate supervisor prior to the end of the probationary period. Successful completion of the probationary period shall in no way convey any expectation of continued employment.

School employees are hired on an *at-will employment basis* and subject to dismissal by the Superintendent, and shall not be entitled to a hearing before the School Board.

Revised: August 9, 2012 Revised: January 11, 2024

Ref: La. Rev. Stat. Ann. §§17:81.5, 17:441, 17:442, 17:492; Board minutes, 8-9-12, 1-11-24.

EVALUATION

TEACHERS AND ADMINISTRATORS

The Claiborne Parish School Board believes the quality of teaching and learning is directly related to the performance of personnel who work in the school district. It is therefore, the policy of the School Board to appraise the performance of instructional and administrative personnel in order to maintain performance at the levels essential for effective schools.

The Superintendent and his/her staff shall have the responsibility for developing, monitoring, and maintaining an effective and efficient performance evaluation program in accordance with guidelines as found in *Regulations for Evaluation and Assessment of School Personnel*, Bulletin 130, Louisiana Department of Education. The observation, evaluation and assessment process shall measure the effectiveness of teachers and administrators as to whether they meet the necessary standard of performance.

The process for all observations, evaluations, teacher conferences, and related functions shall be conducted in accordance with state requirements, as well as regulations and other criteria enumerated in the *Claiborne Parish School Board Personnel Evaluation Plan*. Evaluations shall be conducted at least annually.

Every effort shall be made by the school system to communicate to position holders the general goals of the system, the specific objectives of the position, the plans which have been made to support the individual as he/she performs his/her role, the standards of performance the system has established, the criteria it will employ in assessing performance, as well as components of an intensive assistance program for addressing those persons determined to be *ineffective*.

Copies of the assessment and evaluation results and any documentation related thereto of any school employee retained by the School Board shall be confidential and shall not constitute a public record, and shall not be released or shown to any person except as provided by state or federal law.

Should a teacher or administrator not agree with his/her rating, he/she may initiate grievance proceedings in accordance with the procedure for resolving conflict adopted by the School Board in accordance with La. Rev. Stat. Ann. §17:3883, as contained in the School Board's personnel evaluation plan.

ALL OTHER PERSONNEL

In an effort to improve the level of job production and skill performance of the individual employee, evaluations of support personnel shall be conducted annually. Performance evaluations shall be based on an employee's job classification and the School Board's

adopted standards for the work performed.

Revised: September, 2012
Revised: October 9, 2014
Revised: September 8, 2016

Ref: La. Rev. Stat. Ann. §§17:3881, 17:3882, 17:3883, 17:3884, 17:3901, 17:3902, 17:3903, 17:3904; *Regulations for the Evaluation and Assessment of School Personnel*, Bulletin 130, Louisiana Department of Education; Board minutes, 10-9-14, 9-8-16.

PROMOTION

The Claiborne Parish School Board shall require, and the Superintendent shall verify that all employees considered for promotion possess the appropriate qualifications and/or certification necessary for the position.

TEACHERS/CERTIFICATED EMPLOYEES

Whenever a teacher/certificated employee is promoted by the Superintendent from a position of lower base salary to a position of higher base salary requiring the holding of a teaching certificate, employment shall be based on a written contract containing performance objectives. Such contract shall be for a term of not less than two (2) years, nor more than four (4) years, except when such employment is for a temporary position. Prior to the School Board's approval of any initial or subsequent contract which involves an employee being or having been promoted to a position with a higher salary, the Superintendent shall disclose all terms of the contract to the School Board.

Any employee thus promoted and who enters into an employment contract as stated above shall not gain permanent tenured status in the position to which promoted.

SUPPORT PERSONNEL

Decisions regarding promotion of support personnel shall be made by the Superintendent.

Revised: September 6, 2012
Revised: October 9, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 17:444; Board minutes, 9-6-12, 10-9-14.

EMPLOYEE DISCIPLINE

The Superintendent and his/her designee shall possess the authority to discipline employees when an employee's behavior warrants such action. A principal or other supervisor shall have the authority to recommend to the Superintendent when appropriate that employees at the school or department in which he/she is employed should be disciplined.

To the extent possible, discipline of an employee should be progressive in nature such that penalties become increasingly harsh as similar or related conditions continue or infractions are repeated. Such progressive discipline shall not in any way inhibit the Superintendent's authority or, in the case of certain employees, the School Board's authority, to discipline, suspend, or terminate an employee based on a single event.

Should any disciplinary measure become necessary, any documentation shall be considered *confidential* and treated in accordance with statutory provisions and School Board policy.

TEACHERS

Hearing procedures are statutorily required for certain *discipline or disciplinary actions* imposed against teachers as defined below. However, the Superintendent and/or principals and supervisors are not precluded from taking other *disciplinary measures* with respect to teachers which do not require such procedures and/or from disciplining other employees as he/she/they deem appropriate.

Definitions

For purposes of this section:

Discipline and *disciplinary action* shall include only suspension without pay, reduction in pay, involuntary demotion, or dismissal.

Written notice shall be considered given when the notice is hand delivered to the teacher, or on the day it is delivered to the teacher by registered mail, certified mail, or a commercial courier.

Non-Tenured Teachers

The Superintendent may take disciplinary action against any non-tenured teacher but only after providing the non-tenured teacher with the written reason(s) therefor and seven (7) days to respond. The teacher's response shall be included in his/her personnel file. Thereafter, the Superintendent shall notify the non-tenured teacher in writing of his/her final decision. The non-tenured teacher shall not be entitled to a hearing before a

disciplinary hearing officer or the School Board.

Within sixty (60) days of such notice, the teacher may seek summary review in district court to determine whether or not the Superintendent's action was arbitrary or capricious.

Tenured Teachers

A tenured teacher shall not be disciplined except upon written and signed charges by the Superintendent or his/her designee 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 tenured teacher shall have ten (10) calendar days from written notice of the charges to respond, in person or in writing. Following review of the tenured teacher's response, the Superintendent may take *interim disciplinary action.* The teacher may be placed on paid administrative leave. If the teacher has been arrested for a violation of La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. In no event shall paid administrative leave exceed fifty (50) days from notice of the Superintendent's interim decision.

Within ten (10) calendar days after written notice of the Superintendent's interim disciplinary action or within ten (10) calendar days after receipt of the tenured teacher's response if no interim disciplinary action is taken, a tenured teacher may request a hearing before a disciplinary hearing officer. If the tenured teacher fails to timely request a hearing, the disciplinary action shall become final.

Hearing Procedures for Tenured Teachers

Upon request for a hearing, the Superintendent or his/her designee shall randomly appoint a hearing officer from the list of persons previously approved by the School Board as *disciplinary hearing officers*. All hearing officers must be qualified to serve as a disciplinary hearing officer in accordance with state law. If the School Board fails to maintain such a list, the Superintendent may randomly appoint a hearing officer from a list of persons previously approved by the Louisiana Board of Elementary and Secondary Education.

The hearing may be private or public, at the option of the teacher, and shall commence no sooner than ten (10) calendar days nor later than thirty (30) calendar days after receipt of the teacher's request for such hearing. The disciplinary hearing officer shall have the power to issue subpoenas and shall conduct the hearing in accordance with the

procedures adopted by the School Board.

The teacher shall have the right to appear before the disciplinary hearing officer with witnesses on his/her behalf and with counsel of his/her selection. The disciplinary hearing officer shall hold a hearing and review to determine whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent. The disciplinary hearing officer shall notify the Superintendent and the teacher of his/her final determination, with written reasons, within ten (10) days from the date of the hearing. If the Superintendent's disciplinary action is affirmed, it shall become effective upon the teacher's receipt of the decision of the disciplinary hearing officer. If the Superintendent's disciplinary action is reversed, the teacher shall be restored to duty.

Within sixty (60) days from the postmarked date of such written notification of the decision of the disciplinary hearing officer, the School Board or the teacher may petition a court of competent jurisdiction to review the matter as a summary proceeding.

The time periods contained above may be extended by mutual agreement of the parties.

TENURED BUS OPERATORS AND CONTRACT APPOINTEES

The Superintendent shall have the authority to discipline tenured bus operators and performance contract appointees, including suspension without pay, when circumstances necessitate immediate action. If sufficient grounds for suspension without pay are subsequently not found to exist by the School Board or Superintendent, the tenured bus operator or contract appointee shall be reimbursed for any loss of compensation.

NON-TENURED EMPLOYEES

The Superintendent shall have the authority to discipline any non-tenured, non-contract, or other school employee, including suspension without pay, when circumstances warrant such action.

Revised: November, 2006
Revised: September 6, 2012
Revised: October 9, 2014
Revised: March 7, 2019

Ref: La. Rev. Stat. Ann. §§17:81, 17:81.8, 17:443; Reed v. Orleans Parish School Board, April 30, 1945, 21 So.2d 895; Frazier v. East Baton Rouge Parish School Board, App. 1 Cir. 1961, 128 So.2d 250; Board minutes, 9-6-12, 10-9-14., 3-7-19.

TENURE

TEACHERS

A teacher who has acquired tenure before September 1, 2012 shall retain tenure, subject to the provisions of state law. Effective beginning on July 1, 2012, a teacher shall be rated *highly effective* for five (5) years within a six-year period pursuant to the *Personnel Evaluation Plan* adopted by the School Board in accordance with La. Rev. Stat. Ann. §§17:3881 through 3905 to be granted tenure. The Superintendent shall notify a teacher, in writing, when tenure has been awarded and the teacher shall be deemed to have acquired tenure on the date specified therein.

A tenured teacher who receives a final performance rating of *ineffective* pursuant to the teacher's annual evaluation shall lose his/her tenure and all rights related thereto immediately upon exhaustion of the grievance procedure set forth in the personnel evaluation plan adopted by the School Board, unless the ineffective performance rating is reversed. Such ineffective rating shall constitute sufficient grounds for disciplinary action pursuant to La. Rev. Stat. Ann. §17:443. If a teacher is found *highly effective* based on the evidence of the growth portion of the evaluation but is found *ineffective* according to the observation portion, within thirty (30) days after such finding, the teacher shall be entitled to a second observation by members of a team of three (3) designees, chosen by the Superintendent, which shall not include the principal.

A teacher who loses tenure shall reacquire tenure if the teacher receives a performance rating of *highly effective* for five (5) years within a six-year period subsequent to receiving an *ineffective* rating.

Teachers Paid with Federal Funds

A teacher paid with federal funds shall not be eligible to acquire tenure, nor shall time spent in employment paid with federal funds be counted toward the time required for acquisition of tenure.

CONTRACT APPOINTEES

Any teacher who has acquired tenure and is promoted to a higher salaried position shall not be eligible to gain tenure in the position to which promoted, but shall retain any tenure acquired as a teacher.

Any person hired under a performance contract shall not be eligible to gain tenure.

BUS OPERATORS

School bus operators hired on or after July 1, 2012 shall not be granted tenure.

SCHOOL EMPLOYEES

No tenure is granted by law or School Board policy to school employees of the Claiborne Parish School Board. *School employee* shall be defined as any employee whose job description does not require the holding of a teaching certificate or who is not employed as a bus driver.

Revised: August 9, 2012
Revised: October 9, 2014
Revised: September 8, 2016

Ref: La. Rev. Stat. Ann. §§13:3204, 17:82, 17:441, 17:442, 17:443, 17:444, 17:522, 17:525, 17:1213, 17:1217, 17:3883; Board minutes, 8-9-12, 10-9-14, 9-8-16.

PERSONNEL TRANSFER

The Superintendent may transfer any teacher or other employee, including personnel employed as principals and supervisors, from one position, school or grade to another by giving written notice to the teacher or employee of such intention to transfer. Such transfer shall not be for political or personal reasons. No transfers of instructional personnel shall be initiated during the regular school term, except in emergencies or promotional instances where transfers are required to preserve quality instruction.

The principal shall have the authority to transfer employees at the school in which the principal is employed, subject to the approval of the Superintendent.

Transfer decisions shall be based upon performance, effectiveness, and qualifications as applicable to each specific position. *Effectiveness*, as determined by the Board's personnel evaluation program, shall be the primary reason for considering a transfer. Conversely, seniority or tenure shall not be used as the primary reason when making any decisions to transfer an employee.

VOLUNTARY TRANSFER

Employees who voluntarily request a transfer to another location or position shall submit such request to the Superintendent or principal in writing. Such requests shall be submitted on or before May 1 in order to be considered for the next school year. A written notation of the request to transfer shall also be sent to the employee's principal or immediate supervisor.

A teacher transferred to a school or position must be certified and qualified for the position to which transferred. Should a person request reassignment to a lesser position, such personnel, upon reassignment, shall be placed in the salary schedule at the level of the new position.

A teacher or other school employee who has been a victim of physical abuse by any student(s) shall be given the opportunity to transfer to another position for which he/she is certified or otherwise qualified and in which he/she shall not have contact with the student(s), provided there is a position available.

Revised: November, 2010
Revised: October 6, 2011
Revised: September 6, 2012

Ref: La. Rev. Stat. Ann. ''17:7, 17:81, 17:443; Board minutes, 10-6-11, 9-6-12.

DISMISSAL OF EMPLOYEES

With the exception of dismissals caused by programmatic changes, budget cuts, staff reorganizations, and/or other personnel actions reducing numbers of employees, employees of the Claiborne Parish School Board shall not be dismissed except in accordance with the provisions of State law and this policy. To the extent allowed by State law and School Board policy, the responsibility for dismissal of employees shall be delegated to and shall rest with the Superintendent. No employee shall be entitled to a hearing before the School Board unless such hearing is required by State law or School Board policy.

CERTAIN OFFENSES

In accordance with the statutory procedures for dismissal applicable to the employee in question, the Superintendent shall dismiss:

1. An administrator, teacher, or substitute teacher upon final conviction or submission of plea of nolo contendere to any crime listed in La. Rev. Stat. Ann. §15:587.1.

2. An administrator, teacher, or substitute teacher whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.

3. An administrator, teacher, or substitute teacher who is found to have submitted fraudulent documentation to the Louisiana Board of Elementary and Secondary Education (BESE) or the Louisiana Department of Education (LDOE) as part of an application for a Louisiana teaching certificate or other teaching authorization.

4. An administrator, teacher, or substitute teacher who is found to have facilitated cheating on any state assessment as determined by BESE.

5. Any school employee if such employee is convicted of or pleads nolo contendere to a crime listed in La. Rev. Stat. Ann. §15:587.1, except La. Rev. Stat. Ann. §14:74.

6. Any other school employee if the employee's name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025.

The Superintendent shall notify the State Superintendent of Education of any employee's dismissal for the offenses listed above no later than thirty (30) days after such dismissal.

ARRESTS

This policy shall not prohibit the Superintendent from dismissing or otherwise taking disciplinary action against any employee arrested for, but not convicted of, any misdemeanor or felony offense.

In addition, employees shall be subject to removal for failure to properly report certain arrests as required by State law and/or School Board Policy. See policy *GBRA, Employee Conduct*.

ABANDONMENT OF POSITION

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

CERTIFICATED EMPLOYEES

1. Dismissal of Non-Tenured Teachers

   The dismissal of a non-tenured teacher shall be handled in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline of non-tenured teachers.

2. Dismissal of Tenured Teachers

   The dismissal of a tenured teacher shall be handled in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline of tenured teachers.

3. Dismissal of 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 or dismissed from their positions by non-renewal of their contracts or by termination of their contracts.

   A promotional employment contract 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 or a disciplinary hearing officer. The employee shall be returned to his/her former position as a teacher or to a position paying the same salary as his/her former position as a teacher if the employee had previously acquired tenure as a teacher in the system and if the charges against the employee did not simultaneously seek his/her dismissal as a tenured teacher in the system.

A promotional employment contract may be terminated if the employee is found incompetent or inefficient or is found to have failed to fulfill the terms and performance objectives of his/her contract.

In a mid-contract termination situation, the dismissal of a contract appointee shall be governed by the same procedures as those set forth in policy *GBK, Employee Discipline*, for discipline and dismissal of tenured teachers.

NON-CERTIFICATED EMPLOYEES

1. Dismissal of Bus Operators

Any school bus operator may be removed from his/her position for the following:

A. The abolition, discontinuance, or consolidation of routes, based upon a determination by the Superintendent 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.

B. Conviction of or a plea of nolo contendere to a violation of a parish or municipal ordinance that prohibits operating a vehicle while intoxicated or any of following offenses relative to operating a vehicle while intoxicated, regardless of whether the violation occurred while the bus operator was performing an official duty or responsibility as a school bus operator at the time of the offense.

1) La. Rev. Stat. Ann. §14:98, operating a vehicle while intoxicated;
2) La. Rev. Stat. Ann. §14:32.1, vehicular homicide;
3) La. Rev. Stat. Ann. §14:32.8(A)(2), third degree feticide;
4) La. Rev. Stat. Ann. §14:39.1, vehicular negligent injuring; and
5) La. Rev. Stat. Ann. §14:39.2, first degree vehicular negligent injuring.

C. In accordance with La. Rev. Stat. Ann. §17:493(C)(2), the Superintendent shall immediately remove and terminate any bus operator who has been convicted of or pled nolo contendere to a violation of La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615. The termination of a bus operator under this provision is final and is not subject to review by a disciplinary hearing officer or the School Board.

D. Dismissal of Non-Tenured Bus Operators

Each school bus operator shall serve a probationary term of three (3) years reckoned from the date of his/her first employment with the School Board. During such probationary term, a bus operator may be dismissed by the School Board upon the written recommendation of the Superintendent. After the probationary term ends, a non-tenured bus operator may be dismissed by the Superintendent in accordance with the procedures set forth in policy *GBK, Employee Discipline*, for discipline and dismissal of non-tenured teachers. The Superintendent's decision shall be final, and the bus operator shall not be entitled to a hearing before a disciplinary hearing officer or the School Board.

E. Dismissal of Tenured Bus Operators

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

A tenured bus operator shall not be removed from his/her position except upon written and signed charges of willful neglect of duty, or incompetence, or immorality, or drunkenness while on duty, or failure to comply with the 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 furnished with a copy of such written charges and given the opportunity to respond, in person or in writing, within ten (10) calendar days from written notice of the charges.

The Superintendent shall have ten (10) calendar days to review the tenured bus operator's response and to provide written notice to the bus operator of the interim disciplinary action against the bus operator. The bus operator may be placed on paid administrative leave. If the bus operator has been arrested for a violation of La. Rev. Stat. Ann. §§14:42 through 14:43.5, 14:80 through 14:81.5, any other sexual offense affecting minors, any of the crimes provided in La. Rev. Stat. Ann. §15:587.1, or any substantiated complaint of child abuse or neglect on file in the central registry pursuant to Children's Code Article 615, the administrative leave shall be without pay. In no event shall paid administrative leave exceed fifty (50) days from notice of the Superintendent's interim disciplinary decision.

Within twenty (20) calendar days after receipt of the Superintendent's interim disciplinary action, if any, the tenured bus operator may request a hearing before a disciplinary hearing officer. If the bus operator fails to timely request a hearing, the Superintendent's interim disciplinary decision shall become final. If the tenured bus operator timely requests a hearing, the hearing procedures for the bus operator shall be the same as the hearing procedures for tenured teachers found in policy *GBK, Employee Discipline*.

2. Dismissal of Other School Employees

All employees of the school system whose dismissal is not governed by the provisions 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 by the Superintendent after providing the employee with the written reason(s) therefor and ten (10) days to respond. The employee's response shall be included in his/her personnel file. The Superintendent's decision shall be final, and such employees shall not be entitled to a hearing before a disciplinary hearing officer or the School Board.

Revised: September, 2010
Revised: December 8, 2011
Revised: August 9, 2012
Revised: October 10, 2013
Revised: October 9, 2014
Revised: March, 2017
Revised: March 7, 2019
Revised: February 6, 2020
Revised: October 6, 2022
Revised: July 13, 2023
Revised: February 5, 2026

Ref: La. Rev. Stat. Ann. ''13:3204, 15:587.1, 17:15, 17:16, 17:81.5, 17:442, 17:443, 17:444, 17:492, 17:493, 17:493.1; La. Code of Civil Procedure, Art. 2592; Rouselle v. Plaquemines Parish School Board, 633 So2d 1235 (La. 2/28/94); Board minutes, 12-8-11, 8-9-12, 10-10-13, 10-9-14, 3-7-19, 2-6-20., 10-6-22, 7-13-23, 2-5-26.

REDUCTION OF PERSONNEL

The determination for the need to implement reduction of personnel procedures and all decisions effecting such action shall be made by the Superintendent in accordance with Claiborne Parish School Board policy.

Except as otherwise provided herein, any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance shall not be considered in implementing a reduction of personnel action. Similarly, no personnel action other than a reduction of personnel may be considered under this policy.

Employees on Board approved leaves of absence shall be treated in the same manner as other regularly employed personnel insofar as application of this policy.

TEACHERS AND ADMINISTRATORS

Reduction of teachers and administrators shall be based **solely** upon demand, performance, and effectiveness, as determined by the performance evaluation program adopted by the Board in accordance with La. Rev. Stat. Ann. §§17:3881 through 3905. Any reduction of teachers and administrators by the Superintendent shall be instituted by dismissing the least effective teacher within each targeted subject area or area of certification first, and then proceeding by effectiveness rating until the reduction of personnel has been accomplished.

ALL OTHER EMPLOYEES

Reduction of school employees, including bus drivers, who are **not** evaluated pursuant to La. Rev. Stat. Ann. §§17:3881 through 3905, shall be based upon the following criteria:

1. Performance and effectiveness as determined by the Board's personnel evaluation plan.

2. Certification or academic preparation, if applicable.

NOTICE TO INDIVIDUAL EMPLOYEE

When a reduction of personnel action is instituted, written notice of termination shall be given by the Superintendent or his/her designee by certified mail, return receipt requested, to the employee to be terminated. The notice shall include a statement of the general conditions requiring a reduction of personnel. The employee's address, as it appears on the School Board's record, shall be deemed to be the correct address. It shall be the employee's responsibility to see that the School Board has his/her current address on file.

REVIEW OF INDIVIDUAL TERMINATIONS

Within ten (10) days after receiving a notice of termination, an employee may request, in writing, a review of the action taken and shall receive notice of the results of the review in a timely manner, but no later than ten (10) days after the notice to review is received. The employee shall have the right to pursue the review of a reduction action through the Board's grievance procedures.

SEVERABILITY OF PROVISIONS

If any provision of this policy or the application thereof is held invalid, such invalidity shall not affect other provisions of this policy which can be implemented without the invalid provisions and, to this end, the provisions of this policy are hereby declared severable.

Any and all provisions of this policy shall yield to existing state law, whether statutory or not, when held to be in conflict with said law or laws.

Revised: August 9, 2012
Revised: October 11, 2012

Ref: La. Rev. Stat. Ann. ''17:81, 17:81.4; Board minutes, 8-9-12, 10-11-12.

RESIGNATION

The Claiborne Parish School Board shall require any employee who wishes to terminate his/her employment with the School Board to submit a letter of resignation to the Superintendent or his/her designee. The Superintendent shall accept any letters of resignation on behalf of the School Board and such resignation shall be considered effective upon receipt by the Superintendent.

Any employee who intends to resign after the end of the school session shall be urged to submit his/her letter of resignation as soon as possible.

Revised: September 6, 2012

Ref: La. Rev. Stat. Ann. '17:81; Board minutes, 9-6-12.

RETIREMENT

All employees shall be required, as a condition of employment, to become members of the retirement system for which they are eligible.

Any employee who wishes to retire shall be required to provide written notice of retirement to the Superintendent at least thirty (30) days prior to the date of anticipated retirement. The School Board authorizes and designates the Superintendent to accept notices of retirement on behalf of the School Board and such retirement shall become effective for the end of the fiscal year or as may be approved by the Superintendent. Once received by the Superintendent or designee, and signed by the Superintendent or designee the decision to retire may not be rescinded.

No individual shall be discharged or forced to retire because of age.

Revised: June 16, 2021

Ref: La. Rev. Stat. Ann. §§11:133, 11:203, 11:204, 11:701, 11:710, 11:761, 11:778, 11:901.37, 11:1002, 11:1141, 11:1147, 17:81, 17:425, 17:1231; Board minutes, 6-16-21.

EMPLOYEE CONDUCT

The Claiborne Parish School Board believes the teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner. A teacher's conduct, as well as the conduct of all employees throughout the school district, should meet acceptable standards of the community and show respect for the law and the rights of others.

All employees, volunteers, student teachers, interns, and any other person affiliated with the Claiborne Parish School Board have the responsibility to be familiar with and abide by the laws of the state, the policies and decisions of the School Board, and the administrative regulations and procedures designed to implement Board policies. Employees and others shall also comply with the standards of conduct set out in this policy and with any other policies, regulations, procedures, or guidelines that impose duties, requirements, or standards of conduct attendant to their status as School Board employees.

Employees and all others shall be expected to observe at least the following standards of conduct:

- Be courteous to students, one another, and the public and conduct themselves in a professional and ethical manner.
- Recognize and respect the rights and property of students, other employees, and the public.
- Maintain confidentiality of all matters relating to students and other employees.
- Demonstrate dependable attendance and punctuality with regard to assigned activities and work schedules.
- Observe and adhere to all terms of an employee's contract or job description.
- Strive to keep current and knowledgeable about the employee's area of responsibility.
- Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- Refrain from using undue influence to gain, or attempt to gain, promotion, leave, favorable assignments, or other individual benefit or advantage.

- Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties.

While the operation of the School Board and its schools is governed by the provisions of this and all other Board policies, regulations, and procedures, as well as procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and standards of common sense. By virtue of one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable even in the absence of formal Board policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language, or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty. Such conduct, as well as violation of any state or federal law or Board policies, regulations, or procedures, or school regulations or procedures, shall result in the imposition of discipline up to and including termination.

PROHIBITED SEXUAL CONDUCT

Employees shall be prohibited from engaging in any form of sexual conduct with students. In particular, it is a violation of criminal statutes for any educator, which includes any administrator, coach, instructor, teacher, paraprofessional, teacher aide, or student aide, to engage in sexual conduct, as defined in La. Rev. Stat. Ann. §14:81.4 with a student who is seventeen (17) years of age or older, but less than twenty-one (21) years of age, where there is an age difference of greater than four (4) years between the two persons.

Notwithstanding any claim of privileged communication, any educator, having cause to believe that prohibited sexual conduct has occurred between another educator and a student, shall be required by state law to immediately report such conduct to a local or state law enforcement agency.

NOTIFICATION BY EMPLOYEES

An administrator, teacher or any other School Board employee shall report any final conviction or plea of guilty or *nolo contendere* to any criminal offense, excluding traffic offenses, to the School Board within two (2) business days, exclusive of weekends and holidays, of the conviction or plea of guilty or nolo contendere.

An administrator, teacher or any other School Board employee or whose name is recorded on the Department of Children and Family Services' state central registry on or after August 1, 2025, shall report the recordation to the School Board and to the Department within two (2) business days, exclusive of weekends and holidays.

Arrests for Certain Sexual Offenses

Effective January 1, 2012, any public school employee shall be required to report his/her arrest for a violation of La. Rev. Stat. Ann. §§14:42-14:43.5, 14:80-14:81.5, any other sexual offense affecting minors, any of the crimes listed in La. Rev. Stat. Ann. §15:587.1, or any justified complaint of child abuse or neglect on file with the Louisiana Department of Children and Family Services.

The report shall be submitted to the Superintendent or his/her designee within twenty-four (24) hours of the arrest. However, if the employee is arrested on a Saturday, Sunday, or a legally declared school holiday such report shall be made prior to the employee next returning for his/her work assignment at a school. Such report shall be made by the employee or an agent of the employee regardless of whether he/she was performing an official duty or responsibility as an employee at the time of the offense. In addition, the employee shall report the disposition of any legal proceedings related to any such arrest, which shall also be made a part of any related files or records.

Any employee who fails to comply with these provisions shall be suspended with or without pay by the School Board if such employee is serving a probationary term of employment or if the provisions of law relative to probation and tenure are not applicable to the employee.

Any employee employed by the School Board who is a tenured employee of the Board shall be subject to removal under applicable state laws for failure to comply with these provisions. Written and signed charges alleging such failure shall be brought against the employee.

Unless criminal charges are instituted pursuant to an arrest which is required to be reported as provided above, all information, records, hearing materials, and final recommendations of the school pertaining to such reported arrest shall remain confidential and shall not be subject to a public records request.

School employee, as used in this policy, shall mean any employee of the School Board, including teachers, substitute teachers, bus operators, substitute bus operators, or janitor, and shall include all temporary, part-time, and permanent school employees.

Revised: September, 2009
Revised: December 8, 2011
Revised: February 5, 2026

Ref: 41 USC 702 (*Drug-Free Workplace*); La. Rev. Stat. Ann. §§14:81, 14:81.4, 17:15, 17:16, 17:81; Sylvester v. Cancienne, 95-0789 (La. App. 1st Cir. 11/9/95), 664 So.2d 1259; Howard v. West Baton Rouge Parish School Board, 2000-3234 (La. 6/29/01), 793 So.2d 153; Spurlock v. East Feliciana Parish School Board, 03-1879 (La. App. 1st Cir. 6/25/04), 885 So.2d 1225; Board minutes, 11-6-08, 12-8-11, 2-5-26.

EMPLOYEE ATTENDANCE

Employees of the Claiborne Parish School Board shall be expected and required to report to their designated work locations in the prescribed manner and at the prescribed time work activity is to commence. Employees shall also be expected to remain at work for the entire work period excluding any rest and meal periods permitted. Tardiness, unexpected absence, or failure to report to work as scheduled may result in disciplinary action. In cases of anticipated absence or where the employee cannot report to work as scheduled, the employee shall notify his/her supervisor as soon as possible after the employee becomes aware that he/she will be absent from work. Continual absence by the employee shall be conveyed to the employee's supervisor on a regular basis. The frequency of contact that may be required shall be determined by the supervisor.

ABSENCES DURING DAY

No teacher or other employee shall leave the school campus or work location without having first obtained permission from the principal/building administrator or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. The Superintendent or designee must grant permission for a period of one day or more.

Reporting Absences

All absences reported by the immediate supervisor shall be recorded and counted toward an employee's leave time.

Unauthorized Absence

Any employee who is absent from work and who has not received an authorized leave shall be considered on *unauthorized leave*. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

Job Abandonment

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 terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances, as determined by the Superintendent.

Revised: September 6, 2012

Ref: La. Rev. Stat. Ann. ''17:81, 17:1186, 17:1201, 17:1202, 17:1203, 17:1204,

17:1206, 17:1208, 17:1208.1; Board minutes, 9-6-12.

STAFF SCHEDULES

ANNUAL WORK SCHEDULES

Twelve- Month Employees

Twelve-month employees shall be scheduled to work 240 days per fiscal year, beginning July 1-June 30. Work schedules shall be Monday-Friday except holidays. In the event 240 workdays cannot be scheduled during the fiscal year, excluding weekends and holidays, a certain number of holidays shall be designated as paid to bring the total to 240 days.

Eleven-Month Employees

Eleven-month employees shall be scheduled to work 220 days per fiscal year beginning July 1-June 30. Any days designated as paid holidays for twelve-month employees shall also be designated as paid holidays for eleven-month employees, being subtracted from the 220-day work schedule.

Eleven-month, 220-day schedules shall be computed each year and starting and finishing dates shall be designated. With approval of appropriate supervisors, eleven-month employees may substitute days worked for actual days within the approved calendar.

Ten-Month Employees

Ten-month employees shall be scheduled to work 200 days per fiscal year between July1-June 30. Any days designated as paid holidays for twelve-month employees shall also be designated as paid holidays for ten-month employees, being subtracted from the 200-day work schedule.

Ten-month, 200-day schedules shall be computed each year and starting and finishing dates shall be designated. With approval of appropriate supervisors, ten-month employees may substitute days worked for actual days within the approved calendar.

Nine-Month Employees

All other employees shall work nine-month schedules. Teachers work 182 days and support personnel work 182 days or according to the Board approved calendar.

DAILY WORK SCHEDULES

The Claiborne Parish School Board shall require all personnel to follow the school calendar and holiday schedule, during the school term. The Superintendent, with

approval from the School Board, shall establish office hours and work schedules outside the normal school calendar as necessary. Normal business hours shall be officially designated as 8:00 a.m. to 4:00 p.m. Monday through Friday for the central office.

Principals and the administrative staff should be in their buildings ahead of pupils or teachers, and should remain in their buildings until pupils and teachers have gone from school. Principals who leave their buildings for any purpose, other than attendance at civic clubs, principals' meetings, going to the administrative offices of the School Board, or other routine business affairs connected with the schools shall secure prior approval of the Superintendent or his/her designee for such absence. Teachers are expected to be at school at least fifteen (15) minutes before school starts and may leave school no sooner than fifteen (15) minutes after the close of school each day. Teachers shall be permitted to leave school grounds during their duty-free lunch period using prescibed procedures for checking out and back in to the school campus. *School day* shall mean the regular student attendance hours, whether or not students are actually present.

All employees shall personally record their arrival and departure time each day in the *Employee Attendance Record.*

Principals and department heads shall be authorized to adjust staff personnel schedules during the work week in order to prevent any employee incurring overtime work, unless properly authorized.

SUMMER WORK SCHEDULE

The Superintendent or his/her designee may designate and maintain a summer work schedule that varies from the normal business hours. The principal shall be responsible for the operation of the school during the summer months. This includes summer maintenance, financial statements, requisitions, request for services, reports, mail and correspondence, school records and transcripts, and the coordination of the school operation with the School Board.

In order to achieve the most efficient use of personnel at each school, the assistant principals, school secretaries and all other ten (10) and eleven (11) month employees shall work their required number of days at the discretion of the principal.

The principal shall give the Superintendent a telephone number(s), where he/she may be contacted at any time. The assistant principal shall be contacted in the absence of the principal as needed.

MODIFIED WORK SCHEDULE (LIGHT DUTY)

Any employee recovering from a work-related disability and whose recovery is determined by a physician to be to the point where the employee can resume at least partial duties and/or hours of work, may be allowed to return to work on a modified duty

schedule. Such a work schedule and/or the nature of the work to be performed by the returning employee shall be at the discretion of the School Board. The School Board shall endeavor to provide reasonable accommodation to such an employee based on the employee's circumstances and conditions of employment in accordance with Board policy *GAAB, Individuals with Disabilities.* A modified work schedule may continue only until the employee is certified to return to his or her normal work schedule by a physician or the employee has been determined to be permanently disabled.

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

STAFF MEETINGS

The Claiborne Parish School Board shall require all employees to attend staff meetings and in-service training sessions that may be required by the principals and/or immediate supervisors. General faculty meetings and in-service activities are considered part of the instructional personnel's regular assignment and on certain occasions support staff will also be required to attend. Teachers and other personnel are required to attend faculty meetings and in-service activities unless they are excused for valid reasons by the principal. Advance notice shall be given to employees informing them of scheduled meetings. Teachers and principals shall serve on committees, participate in parent-teacher organizations and activities, and become involved in school improvement efforts.

Members of the administrative staff shall be expected to attend all administrative staff meetings as called by the Superintendent or his/her designees and participate in regular staff development and/or in-service opportunities.

Ref: La. Rev. Stat. Ann. §17:81.

PROFESSIONAL AND SUPPORT STAFF WORK LOAD

The Claiborne Parish School Board recognizes that employees shall be expected to sometimes perform duties above their regular responsibilities. Activities and services that make demands on the teacher's time (such as student registration, attendance-keeping and record-keeping, reporting to parents, supervision of students, and the request for, care of, and accounting for instructional materials) shall be part of each teacher's assignment. It is also recognized that student clubs, school papers, yearbooks, athletics, and supervision of playgrounds, school buses and other activities under the supervision of the school are and should be a shared responsibility of the whole faculty. Principals may designate both professional and support personnel to perform such duties from time to time and establish the times at which such duties shall be performed. Such assignment of duties shall be spread equitably among the various members of the school staff. The professional guidance of all student activities in a school is essential to the total growth and development of the pupils of a school.

NON-SCHOOL EMPLOYMENT

Employees of the Claiborne Parish School Board are expected to perform their job responsibilities to the best of their ability, giving priority over any other types of outside work. Employees are expected to not accept outside work positions that would prevent them from performing their school responsibilities in an effective manner or that would raise a conflict of interest.

Outside work assignments that would bring honor to both the employee and the Claiborne Parish school system are encouraged, such as consultant work, college teaching, professional writing, tutoring, etc. Such responsibilities may well contribute to the employee's professional growth, therefore the following principles shall direct the policy of the School Board:

- Employees shall not perform any duties related to an outside job during regular working hours unless approved in writing by the Superintendent or his/her designee.

- Employees shall not use any school district facilities, equipment, or materials in performing outside work without the written consent of the Superintendent or his/her designee.

No teacher shall engage in private instruction of students for compensation during school hours.

Ref: La. Rev. Stat. Ann. §17:81.

PROFESSIONAL LEAVE

The Claiborne Parish School Board recognizes the value of attending regional and national educational meetings in order to become exposed to new ideas and developments in various areas of public school education. Therefore, the Superintendent or his/her designee may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interests of the school district. Any additional professional leave days need to be approved in advance by the Superintendent.

The Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Superintendent or his/her designee. Except under extenuating circumstances, professional leave shall be limited to four (4) days per fiscal year.

Application and notification to attend a conference or similar educational meeting shall be made in writing and approved as far in advance of the meeting as possible, but in no case less than five (5) days prior to travel. The written request shall include dates, subjects to be covered, and sponsoring agency. Only those trips which are deemed necessary shall be approved.

Employees who request and receive written approval from or are directed by their supervisors to be absent from work assignment to attend a meeting, workshop, or other work related activity, shall indicate *excused absence* on their time-keeping form.

LEAVE FOR STATE BOARD OR COMMISSION

Leave with pay shall be granted any school system employee who is an elected member of the Board of Trustees of the Teachers' Retirement System of Louisiana or the Louisiana School Employees Retirement System, an elected or appointed member of the Louisiana Board of Elementary and Secondary Education (BESE), or an appointed member of any task force, commission, or other advisory body established by BESE so that such employee may attend meetings of the entity and any committees thereof on which the employee serves.

The School Board shall require any employees who may serve on the public entities outlined above to provide notice to the Board of the dates and times of all meetings of the entity and any committees thereof that are scheduled to occur on a regular basis and reasonable notice to the Board of any special or otherwise unscheduled meetings.

Any employee serving on such an entity shall apply in writing for such leave in a timely manner, but in no case less than twenty-four (24) hours prior to the date of the meeting, except in an emergency. The employee shall also be required to submit proper

documentation that the leave granted was used for the purposes for which requested. Improper use of said leave may result in reimbursement to the Board of any compensation paid the employee for the leave days taken, and may lead to discipline of the employee up to and including termination.

Ref: La. Rev. Stat. Ann. '17:81; Board minutes, 7-10-08.

SABBATICAL LEAVE

The Superintendent may grant sabbatical leave for the purpose of professional or cultural improvement or for medical leave to all teaching personnel in accordance with statutory provisions. *Teaching personnel* shall include any person employed by the Board who holds a valid teaching certificate issued by the Louisiana Board of Elementary and Secondary Education and any social worker, school counselor, school nurse, audiologist, educational diagnostician, speech-language pathologist, or school psychologist employed by the Board who holds the appropriate valid professional ancillary certificate issued by the Louisiana Department of Education.

ELIGIBILITY

Sabbatical leave may be granted on the ratio of two (2) semesters for twelve (12) or more consecutive semesters of active service within the employ of the Board or one (1) semester for six (6) or more consecutive semesters of such service.

At no time may more than five percent (5%) of the total number of teachers employed in a school system be on leave. Selection of employees among those who qualify for sabbatical leave must be based on years of continuous service and other criteria as specified by statute.

MEDICAL SABBATICAL LEAVE

A teacher may make application for *medical sabbatical leave*, which shall be accompanied by a statement from a licensed physician certifying that the leave is medically necessary.

If the Superintendent, upon review of the application, questions the validity or accuracy of the certification, the Superintendent may require the applicant, as a condition for continued consideration of the application, to be examined by a licensed physician selected by the Superintendent. In such a case, the Board shall pay all costs of the examination and any tests determined to be necessary. If the physician finds a medical necessity, the leave application shall be granted.

If the physician disagrees with the certification of the physician selected by the applicant, then the Superintendent may require the applicant, as a condition for continued consideration of the application, to be examined by a third licensed appropriate physician whose name appears next in the rotation of physicians on a list established by the local medical society for such purpose and maintained by the School Board. All costs of an examination and any required tests by a third physician shall be paid by the Board. The opinion of the third physician shall decide the issue.

The opinion of all physicians consulted shall be submitted in the form of a ***sworn***

statement. All information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

SABBATICAL LEAVE FOR PROFESSIONAL OR CULTURAL IMPROVEMENT

Every person on sabbatical leave for the purpose of professional or cultural improvement, shall during each semester of leave, pursue a program of study, earning at least nine (9) undergraduate credit hours, provided such hours directly improve the person's skills and knowledge as a teacher, or six (6) graduate credit hours, or be certified as a full-time student at an institution of higher learning accredited by the respective State Board of Education or territorial board in which such institution is located. If less than fifteen (15) weeks is spent as specified above, the number of weeks less than fifteen (15) shall be spent in either of the two (2) alternatives specified below:

1. Pursue a program of independent study, research, authorship or investigation which involves an approximately equivalent amount of work and which is *approved by the Board*.

2. Engage in travel which is so planned as to be of definite educational value and which has been *approved by the Board*.

Final authority for granting such leave shall rest with Superintendent.

PROCEDURE FOR APPLICATION

1. Application for sabbatical leave shall be made on a form provided by the Superintendent. Applications shall be sent to the Superintendent by registered mail at least sixty (60) days preceding the beginning of the semester of the scholastic year for which leave is requested, except that when a teacher or other professional employee has become sick during a semester and requests medical sabbatical leave, it shall be sufficient if the application is mailed thirty (30) days prior to the date upon which the requested leave is to commence.

   The Superintendent shall inform the teacher of the approval or denial of sabbatical leave at least thirty (30) days preceding the beginning of the semester of the school year for which the leave is requested, except that, where a teacher has become sick during a semester and has requested medical sabbatical leave, the Superintendent shall inform the teacher of approval or denial of such leave as soon as possible after receipt of his/her request for leave.

2. Whenever, in accordance with statutory provisions, some of the applications cannot be granted, from among those which would otherwise be granted, those to be granted shall be determined in the following manner:

   A. Preference in every case shall be given to the applicant who has rendered

active service in the school system for the greatest number of consecutive semesters immediately preceding the period for which leave is requested.

B. Where any two (2) applicants rank equally in point of continuous service, preference in every case shall be given to the applicant who has rendered service in the school system for the greater total number of semesters.

C. Where any two (2) applicants rank equally in both point of continuous service and in point of total service, preference in every case shall be given to the applicant whose date of birth is earlier.

D. In cases where all factors are equal, the tie shall be broken by the drawing of lots in the presence of the employees.

3. Applicants whose applications are filed in the first thirty (30) days of the semester shall be given a preference over those who seek medical sabbatical leave under the special provision relating to sickness during a school semester.

4. Every application for sabbatical leave shall specify **all** of the following:

A. The period for which leave is requested;

B. Whether leave is requested for the purpose of professional or cultural improvement, or for the purpose of medical leave;

C. The precise manner, in so far as possible, in which such leave, if granted, shall be spent;

D. The semesters spent in active service in the school system from which leave is requested; and

E. The date of birth of the applicant.

The application shall contain a statement, over the signature of the applicant, that he/she shall agree to comply with all sabbatical leave provisions.

COMPENSATION

A teacher granted sabbatical leave shall be paid compensation at the rate of **sixty-five percent** (65%) of the person's salary at the time the sabbatical leave begins. A teacher on sabbatical leave with pay must continue his/her retirement contribution. Time spent on such leave is considered as active service for retirement purposes.

CONDITIONS OF SABBATICAL

1. Each person granted sabbatical leave, as a condition of the sabbatical leave, shall be prohibited from being employed during the sabbatical leave by any public or private elementary or secondary school in Louisiana or any other state.

2. Every person on *medical sabbatical leave* shall be prohibited from undertaking any gainful employment during such leave unless all of the following conditions are met:

   A. The teacher can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that he/she has been working for not less than one hundred and twenty (120) days prior to the beginning of such leave.

   B. The doctor certifying the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the leave is granted.

   C. The Superintendent authorizes such part-time work.

   Violation of the part-time work provisions shall result in the medical sabbatical leave being rescinded.

3. Each person granted sabbatical leave shall sign an agreement or contract as specified with the Board stipulating that, as a condition of sabbatical leave and in order to be eligible for compensation during such leave, he or she will return to service for one (1) semester for each semester of leave upon completion of the sabbatical leave. Said service shall ordinarily be performed in this School District.

   No person who, upon the expiration of his/her sabbatical leave, immediately begins employment with a state-operated educational agency, city, parish, or other local school board, department, school, college or university instead of returning to the school system which granted him/her such leave, shall be required to forfeit that portion of compensation paid to him/her by the State while he/she was on such leave. However, such person shall be required to reimburse the school system any salary paid to him/her by the Board while he/she was on leave, unless the Superintendent opts to exercise the waiver provision as explained under *Waiver of Intention to Return to Service Clause* below.

   As per statutory requirement, any employee taking sabbatical leave who fails to return to service in this School District upon expiration of the leave as specified above for any reason other than incapacitating illness as certified by two (2) physicians, shall forfeit all salary compensation received during the leave period.

   The Superintendent shall have the authority to waive this requirement in

accordance with its pre-published criteria, as noted under *Waiver of Intention to Return to Service Clause* below, if he/she deems such to be in the best interest of the School District, provided that such a waiver shall not be of a discriminatory nature against any employee or applicant because of his or her job description, age, race, or sex.

4. An employee on professional sabbatical leave shall observe the above stipulations concerning graduate or undergraduate credit hours to be earned and/or alternatives such as productive research or travel. The Superintendent shall have the authority to require written reports of work done and work to be done at any time during the period of leave. In addition, written reports are required within thirty (30) days after the beginning of each semester of leave and within thirty (30) days after the end of leave.

5. Any employee who fails to comply with statutory provisions may have his/her leave terminated by the Superintendent at any time.

6. Every person on sabbatical leave shall notify the Superintendent of his/her intention to return to work not less than thirty (30) days prior to the beginning of the semester in which he/she expects to return.

   An employee who has been granted sabbatical leave shall, upon expiration of the leave, be returned to the same position in the same school held at the time of said sabbatical leave was granted unless otherwise agreed to by the individual.

GUIDELINES FOR WAIVING *INTENTION TO RETURN TO SERVICE* CLAUSE

The return to service provision, as stated in *Conditions of Sabbatical*, Item 3 above, may be waived by the Superintendent, after careful review and consideration in any of the following instances:

1. Any person whose spouse is transferred out of the parish (job requirement not anticipated before leave) during the time the teacher is on leave or within one (1) year immediately following the termination of such leave (certification must be provided by spouse's employer).

2. Any person who receives a position to the Louisiana Department of Education, to another public school system within the State of Louisiana, or to a state-operated educational agency. In such instances, the person granted sabbatical leave, upon the expiration of leave, shall be permitted to retain that portion of compensation paid by the state while he/she was on leave. However, such person shall be required to reimburse the Board any compensation paid by the Board while on leave.

3. Any person who plans to remain at home for family considerations and agrees not

to accept other employment, full-time or part-time, within one (1) year immediately following the termination of sabbatical leave.

4. Whenever, in the Superintendent's opinion, such a waiver would be in the best interest of the School District.

Revised: September 6, 2012
Revised: December 9, 2021

Ref: La. Rev. Stat. Ann. §§11:755, 14:125, 17:1170, 17:1171, 17:1172, 17:1173, 17:1174, 17:1175, 17:1176, 17:1177, 17:1178, 17:1179, 17:1180, 17:1181, 17:1182, 17:1183, 17:1184, 17:1185, 17:1187; Board minutes, 9-6-12,12-9-21.

PERSONAL LEAVE

Teachers of the Claiborne Parish School Board, except those who receive annual leave (vacation time), shall be allowed up to four (4) days absence during each school year to be used for such purposes as may be determined by the individual employee without loss of pay. All other employees of the Claiborne Parish School Board, except bus operators and those who receive annual leave (vacation time), shall be allowed up to two (2) days absence during each school year to be used for such purposes as may be determined by the individual employee without loss of pay.

Personal leave days shall be charged to and deducted from current and/or accumulated sick leave as of the date personal leave is taken. Personal leave shall not be accumulated from year to year, nor shall personal leave be compensated for upon death or retirement or paid in any other manner except as provided by law.

Persons wishing to take personal leave shall notify the principal of the school in which he/she is ~~employed~~ or his/her staff supervisor of his/her intention to take such personal leave at least twenty-four (24) hours before personal leave will be taken, except in emergency situations. All employees requesting personal leave must submit a *Request for Leave* form to the principal/immediate supervisor for approval.

Revised: October 15, 2026

Ref: La. Rev. Stat. Ann. §§17:1208, 17:1208.1; Board minutes, 10-15-26.

SICK LEAVE

DEFINITIONS

For purposes of all Sections in this policy, the following terms shall have the following meanings:

1. *Teacher* means any employee who holds a valid teaching certificate or whose employment requires the holding of a teaching certificate, or any social worker, school counselor, or school psychologist who holds, as applicable, a valid professional ancillary certificate.
2. *Bus Operator* means any employee who is employed by this School Board as a school bus operator.
3. *School Employee* means an employee who is not a teacher or whose employment does not require the holding of a teacher's certificate or who is not employed as a bus operator.
4. *Employee* means a Teacher, Bus Operator or School Employee.
5. *Clinician* means a licensed physician, a physician assistant providing healthcare in accordance with La. Rev. Stat. Ann. §37:1360.28, or an advanced practice registered nurse providing healthcare services in accordance with La. Rev. Stat. Ann. §37:913.

REGULAR SICK LEAVE

The Claiborne Parish School Board shall grant all employees hired for the school year or longer a minimum of ten (10) days absence per year because of personal illness or other emergencies or special circumstances without loss of pay.

The minimum of ten (10) days of sick leave for an employee shall be conditioned on the employee beginning work at the beginning of the school year. In the case of an employee beginning work in the first month of the school year, *ten days* of sick leave shall be allowed. If an employee begins work in the second month of the school year, *nine days* of sick leave shall be allowed, and the number of days of sick leave shall continue to be prorated for an employee who begins work until the eighth month of the school year, when only *three days* of sick leave shall be allowed. The Superintendent and/or his/her designee shall be responsible for developing and maintaining pertinent regulations and procedures governing sick leave.

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, an employee shall not be allowed any sick leave until he/she reports for duty and actually performs work.

If an employee is absent from duty when he/she is not entitled to any kind of leave, such employee shall not be paid for the days of unauthorized absence and non-performance

of duties. Under such circumstances, the employee may also be subject to disciplinary action for same.

CERTIFICATION OF ABSENCE

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a clinician certifying such absence. In the case of repeated absences of less than six (6) days because of illness, the School Board reserves the right to require verification of illness. Should a pattern of behavior so warrant, upon the request of the Superintendent or School Board, the employee shall be required, at the expense of the School Board, to provide a certificate from a physician specified by the Superintendent or School Board, certifying the existence of an illness, injury, or medical emergency.

Excuses for employee absences due to illness or injury must be provided on physician's letterhead containing the clinician's name, address, and telephone number, typed, printed, or as part of the letterhead. The clinician's typed or neatly printed name shall also appear beneath his/her signature. The letter must clearly state: (a) the reason for the illness, injury, or medical emergency; (b) the date the illness, injury, or medical emergency occurred; and (3) the employee's anticipated return-to-work date.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. Illness or death within the employee's immediate family which, for purposes of this Section, includes the employee's: husband, wife, children, mother, father, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother, sister, grandparents, grandchildren (including step relations);
2. Weather conditions (e.g., hurricane, tornado, snowstorm, flood, accident) when approved by the Superintendent or designee;
3. Court summons; or
4. Other unusual circumstances as approved by the Superintendent or designee.

EXTENDED SICK LEAVE

1. Definitions

   With respect to Extended Sick Leave, the following terms shall have the following meanings:

   A. *Child* means a biological son or daughter, an adopted son or daughter, a foster son or daughter, a stepson or daughter, or a legal ward of an employee standing in *loco parentis* to that ward who is either under the age of eighteen (18) or who is eighteen (18) years of age but under twenty-four (24) years of

age and is a full-time student, or who is nineteen (19) years of age or older and incapable of self-care because of a mental or physical disability.

B. *Immediate family member* means a spouse, parent, or child of the employee.
C. *Infant* means a child under one year of age.
D. *Medical necessity* means the result of a catastrophic illness or injury, a life-threatening condition, a chronic condition, or incapacitating condition, as certified by a clinician, of the employee or an immediate family member.
E. *Parent* means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

2. Extended Sick Leave

The School Board shall permit employees to take up to ninety (90) days of extended sick leave in each six-year period of employment which may be used for a medical necessity at any time the employee has **no** remaining regular sick leave balance at the time the extended sick leave is set to begin. The initial six-year period of employment shall begin on August 15, 1999 for all *teachers* and *bus operators* employed as of that date, on August 15, 2008 for all *school employees* employed as of that date, and on the effective date of employment for those employees employed after the dates above. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused extended sick leave days during any six-year period of employment shall not cumulate or carry forward into the next six-year period of employment. The balance of days of extended sick leave available shall transfer with the employee from one public school employer to another without loss or restoration of days.

Interruptions of service between periods of employment with a public school employer shall not be included in any calculation of a six-year period, such that any employment with any public school employer, regardless of when it occurs, shall be included in any determination of the balance of days of extended sick leave available to the employee.

Any employee on extended sick leave shall be paid **sixty-five percent (65%)** of the salary paid the employee at the time the extended sick leave begins.

3. Additional Extended Sick Leave for Pregnancy, Infant, or Maternal Health

Teachers granted maternity or adoptive leave with the provisions of La. Rev. Stat. Ann. §17:48 or §17:1211, and who have no remaining extended sick leave balance available may be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a clinician as relating to infant or maternal health. Prior to the extension of such leave, teachers must provide a statement from a clinician certifying that the

absence is for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health.

School employees or Bus operators who have no remaining extended sick leave balance available may be granted up to (30) days of additional extended sick leave in each six-year period of employment for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health. Prior to the extension of such leave, school employees must provide a statement from a licensed physician certifying that the absence is for personal illness relating to pregnancy, illness of an infant, or for required medical visits certified by a physician as relating to infant or maternal health or that it is a medical necessity.

4. Application Process for Extended Sick Leave: Clinician Certification

Unless otherwise provided herein, on every occasion that an employee uses extended sick leave, a statement from a clinician certifying that it is for personal illness relating to pregnancy, illness of an infant, or for required medical visits related to infant or maternal health, or that it is a medical necessity, shall be presented prior to extended sick leave being taken.

Notwithstanding the foregoing, unless provided within, an employee may present the clinician's statement along with the request for extended sick leave subsequent to his or her return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested and the required documentation is presented, provided the leave request and required documentation is presented within three (3) days after the employee returns to service. However, the School Board or the Superintendent reserves the right to question the validity or accuracy of the medical certification after the three day period.

If the period an employee is on extended sick leave is anticipated to carry over from one school year to the start of the next school year, another application and clinician's statement shall be submitted prior to the start of the next school year in order to be eligible for continued extended sick leave.

5. Gainful Employment Permitted

No employee may undertake additional gainful employment while on extended sick leave, unless **all** of the following conditions are met:

A. The employee can demonstrate that he/she will be working not more than twenty (20) hours a week in a part-time job that the employee has been working for not less than one hundred twenty (120) days prior to the

beginning of any period of extended sick leave.

B. The clinician who certifies the medical necessity of the leave indicates that such part-time work does not impair the purpose for which the extended sick leave is required.

Any violation of the provisions regarding gainful employment may require the employee to return to the School Board all compensation paid during any week of extended sick leave in which the employee worked more than twenty (20) hours and to reimburse the School Board all related employment costs attributable to such period as calculated by the School Board, without any restoration of leave days.

SICK LEAVE FOR ASSAULT OR BATTERY

As used in this Section of the policy, the terms "*disabled*" or "*disability*," mean the inability of the employee to perform the essential functions of his/her job at the time of the disability.

A *teacher* who is injured or disabled while acting in his/her official capacity as a result of an assault or battery by any student or person shall receive sick leave without reduction in pay and without reduction in accrued sick leave days while disabled as a result of such assault or battery. Such teacher shall be required to provide a certificate from a physician certifying such injury and disability.

A *bus operator* who is injured in his official capacity as a result of physical assault and battery by any student or person and is disabled as a result of such injury and cannot perform his functions as a school bus operator, shall receive sick leave without reduction in pay while disabled as a result of such injury. If the *bus operator* is absent for six (6) or more consecutive days as a result of such disability, he/she shall be required to present a certificate from a physician certifying the disability.

A *school employee* who is disabled while acting in his official capacity as a result of assault or battery by any student or person, shall receive sick leave without reduction in pay and without reduction in accrued sick leave days while disabled as a result of such assault or battery. If the *school employee* is absent for six (6) or more consecutive days as a result of such disability, he/she shall be required to present a certificate from a physician certifying the disability.

Sick leave taken as a result of an assault or battery may be used for purposes that include but are not limited to, medical treatment, psychological treatment, and physical rehabilitation.

The sick leave authorized shall be in addition to all other authorized sick leave; however, it shall not be accumulated from year to year, nor shall such additional sick leave be compensated for at death or retirement or compensated for in any manner except as set

forth above.

The School Board shall not reduce the pay or accrued sick leave of an employee who is absent from his/her duties to seek medical attention or treatment, including psychological treatment or physical rehabilitation, as a result of an injury from assault or battery.

If the employee's physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to active service subject to those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any *teacher* or *school employee*, but not a *bus operator* is receiving sick leave as a result of assault or battery as provided in this Section and begins receiving retirement benefits, the sick leave provided herein shall cease.

SICK LEAVE FOR PHYSICAL CONTACT WITH A STUDENT

As used in this Section of the policy, the terms "*disabled*" or "*disability*," mean the inability of the employee to perform the essential functions of his/her job at the time of the disability.

A *teacher or school employee* but not a *bus operator*, who becomes disabled as defined in La. Rev. Stat. Ann. §17:1200(C), while acting in his/her official capacity as a result of physical contact with a student while providing physical assistance to a student to prevent danger or risk of injury to the student, shall be eligible to receive sick leave for a period of up to one (1) calendar year without reduction in pay and without reduction in accrued sick leave days while disabled as a result of rendering such assistance.

In such instances, the *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability.

The School Board shall not reduce the pay or accrued sick leave of a *teacher* or *school employee* who is absent from his/her duties to seek medical attention or treatment as a result of an injury from physical contact with a student.

If the *teacher's* or *school employee's* physician determines that the employee is able to return to regular duties with restrictions and the School Board does not allow the employee to return to active service subject to those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OF PHYSICIAN'S CERTIFICATE

In cases in which a physician's certificate is required and/or requested as provided by law or this policy, and the validity and/or accuracy of a certification submitted is questioned, the School Board may require an examination by a licensed physician selected by the

School Board. Such examination procedure shall be as follows:

1. If the validity of a physician certification (of disability; medical necessity; personal illness related to pregnancy, illness of an infant, or required medical visits related to infant or maternal health; etc.) is questioned, the School Board or Superintendent may require the employee, or the immediate family member, to be examined by a licensed physician selected by the School Board or Superintendent. In such a case, the School Board shall pay all costs of the examination and any tests determined to be necessary. If the physician so selected finds medical necessity or certifies the disability, illness, etc., then the leave shall be granted or continued.
2. If the selected physician disagrees with the original certification, the School Board or Superintendent may require the employee, or immediate family member, to be examined by a *third* licensed physician whose name appears next in the rotation of physicians on a list established by the local medical society and maintained by the School Board. All costs of an examination and any tests required by a third physician shall be paid by the School Board. The opinion of the third physician shall be final and determinative.
3. In the determination of the validity of a physician's certification, the opinion of *all* physicians consulted shall be submitted in the form of a sworn statement.

Pursuant to state law, all information contained in any statement from a physician shall be confidential and shall not be subject to the public records law.

SICK LEAVE AND WORKERS' COMPENSATION

Should a *teacher* become injured or disabled while acting in his/her official capacity, other than by assault, the *teacher* shall be entitled to appropriate worker's compensation benefits and/or sick leave benefits, at the *teacher's* option, for the period of time while injured or disabled. Any benefits received, however, shall not exceed the total amount of the regular salary the *teacher* was receiving at the time of injury or disability. The *teacher* shall be required to present a certificate from a physician certifying such injury or incapacitation.

VESTING OF SICK LEAVE

All sick leave accumulated by a *teacher* or *school employee*, but *not a bus operator*, shall be vested in the *teacher* or *school employee* by whom such leave has been accumulated. In the event of the transfer of a *teacher* or *school employee* from one school system to another in Louisiana, or upon the return of such *teacher* or *school employee* to the same school system within five (5) years or such longer period that may be approved by the School Board to which the *teacher* or *school employee* returned, regardless of the dates on which the leave was accumulated or the date of transfer or return of the *teacher* or *school employee*, such vested leave which remains unused or for which the *teacher* or *school employee* has not been compensated directly or transferred such days for

retirement credit, shall be transferred, returned to, or continued by the School Board and shall be retained to the credit of *teacher* or *school employee*.

PAYMENT UPON RETIREMENT OR DEATH

Upon the retirement of any employee, or upon the employee entering DROP, or upon the employee's death prior to retirement, the School Board shall pay the employee or his/her heirs or assigns, for any unused sick leave, not to exceed twenty-five (25) days.

Such pay shall be at the daily rate of pay paid to the employee at the time of his/her retirement or death.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Claiborne Parish School Board who participates in the *Deferred Retirement Option Program* (DROP) shall be eligible for and may elect to receive on a one-time basis severance pay (accrued sick leave up to a maximum of twenty-five (25) days) upon entering DROP on the same basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued sick leave shall be paid only upon final retirement of the employee.

Revised: September 6, 2012
Revised: October 9, 2014
Revised: December 13, 2018
Revised: August, 2022
Revised: August 10, 2023
Revised: September 5, 2024
Revised: October 15, 2026

Ref: La. Rev. Stat. Ann. §§14:125, 17:425, 17:425.1, 17:500, 17:500.1, 17:500.2, 17:1200, 17:1201, 17:1202, 17:1205, 17:1206, 17:1206.1, 17:1206.2; Board minutes, 11-9-00, 10-9-08, 11-6-08, 9-6-12, 10-9-14, 12-13-18, 8-10-23, 9-5-24, 10-15-26.

FAMILY AND MEDICAL LEAVE

The *Family and Medical Leave Act* (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family and medical reasons.

ELIGIBILITY

Only eligible employees are entitled to take FMLA leave. To be eligible for FMLA benefits, an employee shall have been employed by the School Board for at least twelve (12) months and have worked at least 1250 hours during the 12-month period immediately preceding the date of the leave to be taken.

LEAVE ENTITLEMENT

Eligible employees may take up to twelve (12) workweeks of unpaid leave in a 12-month period for one or more of the following reasons:

1. For the birth of the employee's son or daughter or for the placement with the employee of a son or daughter for adoption or foster care, and to care for the newborn or newly placed child;

    A. Leave shall be taken within the twelve (12) months immediately following the birth or placement;

    B. In cases where both a husband and wife are employed by the School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twelve (12) weeks of FMLA leave for the birth or placement and subsequent care;

2. To care for the employee's spouse, son, daughter, or parent with a *serious health condition*;
3. Because of a *serious health condition* that makes the employee unable to perform one or more of the essential functions of his or her job; and

4. Because of any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty).

MILITARY CAREGIVER LEAVE

Eligible employees who are the spouse, child, parent, or next of kin of a covered service member are also entitled to up to fourteen (14) workweeks of additional unpaid leave during a single 12-month period (for a total of twenty-six (26) weeks if combined with other FMLA leave) to care for a covered service member who is undergoing medical treatment,

recuperation or therapy, is in outpatient status, or is on the temporary disability retired list, for a qualifying *serious injury or illness*. In cases where both a husband and wife are employed by the Claiborne Parish School Board and both are eligible for FMLA leave, the husband and wife shall be limited to a combined total of twenty-six (26) weeks of FMLA military caregiver leave.

IDENTIFYING THE 12-MONTH PERIOD

The 12-month period within which the employee may take his/her FMLA leave begins and is measured forward from the first date the employee takes FMLA leave. The next 12-month period would not begin until the next time FMLA leave is taken after completion of the prior 12-month period.

INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULE

Generally, the time taken for FMLA leave shall be on a continuous basis. Under some circumstances, however, employees may take FMLA leave on an intermittent or reduced basis. In such instances, the 12-month period begins on the first day leave is taken.

Employees may be permitted to take FMLA leave on an intermittent or reduced basis to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition* when medically necessary. An employee may take intermittent leave for the birth or placement of a child only with School Board approval.

In any case in which an instructional employee requests intermittent FMLA leave that is foreseeable based on planned medical treatment and the employee would be on leave for more than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the employee may be required to take leave for periods not to exceed the particular duration of the planned medical treatment or to temporarily transfer to an alternative position for which the employee is qualified and which would be less disruptive to the classroom.

ADVANCE NOTICE

Employees shall comply with the School Board's policies and pertinent administrative procedures for all leave requests and provide enough information for the School Board to reasonably determine whether the FMLA may apply to the leave request. In any case in which the need for leave is foreseeable, the employee shall provide the School Board with at least thirty (30) days notice before the date the leave is to begin. When the need for leave is foreseeable less than thirty (30) days in advance or is unforeseeable, employees shall provide notice as soon as possible.

When the need for leave is for the birth or placement of the employee's child and/or subsequent care and said need for leave is foreseeable based on the expected birth or placement, the employee shall provide the School Board with at least thirty (30) days

notice before the date the leave is to begin. If the date of birth or placement requires the leave to begin in less than thirty (30) days, then notice shall be provided as soon as possible.

In any case in which FMLA leave is requested for planned medical treatment, the employee shall consult with the School Board and make a reasonable effort to schedule treatment so as not to unduly disrupt school operations.

SUBSTITUTION OF PAID LEAVE

Employees shall be required to substitute any applicable, accumulated paid leave, such as sick and/or annual leave, to concurrently cover any part or all of the twelve (12) week period of FMLA leave time requested. Any leave granted an employee under extended sick leave, medical sabbatical leave or maternity leave shall also run concurrently with any FMLA leave available to an employee under this policy. If paid leave is used by an employee, the School Board shall provide only enough unpaid FMLA leave time to total the allowed twelve (12) week period.

CERTIFICATION

The School Board may require an employee to submit medical certification from a health care provider to support requests for FMLA leave to care for a covered family member with a *serious health condition* or for the employee's own *serious health condition*. The employee is responsible for providing a complete and sufficient medical certification within fifteen (15) calendar days of the School Board's request for same. Information on the certification shall include, but not be limited to, the following:

1. Contact and practice/specialization information of the health care provider;

2. The approximate date on which the *serious health condition* commenced and its probable duration*;*

3. A statement or description of appropriate medical facts regarding the patient's health condition sufficient to support the need for FMLA leave;

4. For purposes of leave for the employee's own *serious health condition*, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability;

5. For purposes of leave to care for a covered family member's *serious health condition*, information sufficient to establish that the family member is in need of care, that the employee is needed to care for the family member, and an estimate of the frequency and duration of the leave required to care for the family member;

6. For purposes of leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's *serious health condition*, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;

7. For purposes of leave on an intermittent or reduced schedule basis for the employee's *serious health condition*, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and

8. For purposes of leave on an intermittent or reduced schedule basis to care for a covered family member with a *serious health condition*, a statement that such leave is medically necessary to care for the family member, and an estimate of the frequency and duration of the required leave.

Consistent with School Board policies, employees on FMLA leave due to a *serious health condition* may be expected to keep their supervisors notified of their progress and anticipated date of return. Employees shall be required to submit a recertification from their physician on the required form once every thirty (30) days, except under certain circumstances set forth in the FMLA.

The School Board may also require that an employee's request for "qualifying exigency" leave or that leave requested to care for a covered service member be supported by appropriate certification.

FITNESS FOR DUTY AND RETURN TO WORK

An employee returning from FMLA leave due to a *serious health condition* shall be required to provide to the School Board certification from his/her health care provider that he/she is able to resume work and perform the essential functions of his/her job.

An employee returning from FMLA leave shall have the right to be restored to his/her previous position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, except that the School Board may not be obligated to restore certain "highly compensated" or "key" employees to their former positions under the conditions set out in the FMLA.

DEFINITIONS

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e., an

overnight stay) in a hospital, hospice, or residential medical care facility; or

- a period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or

- any period of incapacity due to pregnancy, or for prenatal care; or

- any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or

- a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or,

- any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three (3) consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

Revised: August 9, 2018

Ref: 29 USCA 2601 et seq. (*The Family and Medical Leave Act of 1993*); 29 CFR 825 et seq. (*The Family and Medical Leave Act of 1993*–Federal Regulations); Board minutes, 8-9-18.

SICK LEAVE BANK

STATEMENT OF INTENT

The purpose of a Sick Leave Bank is to provide a bridge to long-term disability and provide an employee additional paid sick leave

- who experience a major prolonged catastrophic illness, disability or injury, as subject to the terms outlined in this policy, and

- who have completely exhausted all accumulated leave time and who are not otherwise receiving related compensation benefits such as disability, workmen's compensation, or unemployment.

A *catastrophic illness, disability or injury* is defined as a severe condition or combination of conditions that (a) affect the physical or mental health of the **employee**; (b) result in a life-threatening or life function altering condition; and (c) require an extended period of absence from work. Such life functions include, but are not limited to, loss of physical senses, loss of physiological processes or loss of limb. Pregnancy is not considered a catastrophic illness. However, complications resulting from pregnancy may be considered catastrophic.

Donations of sick leave days may be made to the Sick Leave Bank or directly to individual employees~~,~~

ELIGIBILITY TO ENROLL AND PARTICIPATION IN THE SICK LEAVE BANK

1. All full-time employees who are eligible for sick leave and who have completed one (1) year of continuous service with the Claiborne Parish School Board will be eligible to participate.

2. Contribution of sick leave days from employees may be made directly to the Sick Leave Bank or directly to individual employees. Four (4) separate accounts shall be established within the Sick Leave Bank: one for teachers, one for administrators, one for bus drivers, and one for other school employees.

   Definitions for each are as follows:

   A. Teachers – Teachers shall mean all classroom teachers or other certificated personnel not specifically provided below.

   B. Administrators – All employees whose employment is subject to a performance contract as contemplated by La. Rev. Stat. Ann. '17:444, whose employment is considered a promotion from that of *teacher*, and/or whose employment requires that they direct, supervise and/or evaluate

personnel. Examples are Superintendent, Instructional Supervisors, Child Welfare and Attendance Supervisor, Principals, Assistant Principals, School Food Services Supervisor, Human Resources Supervisor, Business Manager, Transportation and Maintenance Supervisor, etc.

C. School Bus Operators – All employees hired as full-time regular school bus operators.

C. Other Employees – All other active, full-time employees of the Claiborne Parish School Board. Examples: Bus aides, paraprofessionals, cafeteria personnel, school secretaries, central office secretaries, etc.

3. Contributions to the Sick Leave Bank shall be credited to the appropriate account depending on the classification of the donor. Donations made directly to individuals shall only be allowed within the appropriate classification. An employee may donate sick leave directly to another employee in an amount not to exceed one-half of the donating employee's accumulated leave as calculated at the beginning of the school year.

4. Annual participation in the Sick Leave Bank is voluntary, but requires contributions to the bank. Contributions shall be made during the Annual Open Enrollment Period in August of each year. Eligible employees who do not elect to join the Sick Leave Bank within the annual enrollment period will not be permitted to join until the subsequent Annual Open Enrollment Period.

5. To become a member of the Sick Leave Bank for FY 2012-13, an employee must complete a *Sick Leave Bank Membership Enrollment Form* and contribute at least one (1) day from his/her accumulated sick leave for the current school year during the Annual Open Enrollment Period. No member shall be permitted to contribute more than five (5) sick leave days and no fractional days may be donated. This day will be subtracted from the member's local sick leave record and become the property of the Sick Leave Bank. Once executed, all contributions are irrevocable.

6. Continued participation in subsequent fiscal years is required annually. Eligible employees must complete a *Sick Leave Bank Membership Enrollment Form* and contribute at five (5) days from his/her accumulated sick leave days. No member shall be required or permitted to contribute more than five (5) sick leave days per fiscal year. No fractional days may be donated.

7. Only contributors to the bank will be eligible to apply for benefits to use the Sick Leave Bank for payment for qualifying extended illness during regularly scheduled duty days, and beyond all other available leave options (i.e. sick leave, personal leave, annual leave, extended medical leave, medical sabbatical leave, or any other available leave).

8. Enrollment in the Sick Leave Bank does not guarantee that an employee will receive benefits from the Sick Leave Bank. Each request for withdrawal of benefits will be evaluated and a decision made based on the specifics of the requests.

9. A member of the Sick Leave Bank will lose the right to apply and be eligible for benefits by:

    - Termination of employment.
    - Suspension with or without pay during the period of suspension.
    - Being on approved leave of absence.
    - A member's voluntary cancellation of his/her membership.
    - Any abuse or misuse of the rules of the Sick Leave Bank.

ELIGIBILITY AND APPLICATION PROCESS FOR WITHDRAWAL OF BENEFITS

The Sick Leave Bank is not intended to be used for short-term leaves due to routine and non-extraordinary illnesses, nor for time off covered by or related to Worker's Compensation. Rather it is intended to be used for prolonged catastrophic illnesses, injury, or disability such as a medically necessary surgery, illness or disability which requires hospitalization and/or convalescence or recuperation in an extended care facility or at home while under the care of a licensed physician.

1. Use of the Sick Leave Bank will be limited to the number of days (or value) in the bank on the established contribution deadline of each year.

2. Pre-existing conditions known to exist by the employee on or before the date of joining the Sick Leave Bank will not be covered until one year from the date of the employee's initial enrollment.

3. A member requesting use of the Sick Leave Bank will be required to sign a statement attesting to the fact that the condition which necessitated the request for days from the bank was unknown to the employee at the time he/she became a member of the bank. A doctor's verification will also be required. In case a contributor's incapacity is of such a nature that he/she cannot personally apply for the grant, his/her application may be submitted to the Committee by his/her agent or member of his/her immediate family member. **Requests can be submitted before the employee runs out of accumulated leave.**

4. The maximum number days that can be granted to and withdrawn by any one member in each fiscal year will be thirty (30) working days (or value) available within the Sick Leave Bank. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which the member is not paid. Employees who withdraw Sick Leave days will not be required to pay back those days except as a regular contributing member to the bank.

5. An illness or injury does not qualify for coverage through the Sick Leave Bank unless it will require the employee to be absent for a minimum of five (5) consecutive working days.

6. Members must use all available sick leave, personal leave, accrued vacation leave (if applicable), extended medical, medical sabbatical leave (if applicable), or any other type of leave before receiving days from the Bank. A member who suffers a qualifying catastrophic illness, which extends at least five (5) days beyond the available leave, may apply for a grant from the Sick Leave Bank on the appropriate form.

7. If a Bank member is granted days from the Sick Leave Bank and does not use all of the days, the unused Sick Leave Bank days will be returned to the bank.

8. The Sick Leave Bank may only be used for the contributor's own personal catastrophic illness. **Illnesses for members of the employee's immediate family (i.e. spouse, son or daughter, parent, etc.) do not qualify.**

9. Leave from the Sick Leave Bank may not be used for a disability that qualifies the member for Workmen's Compensation benefits.

10. A catastrophic illness may require intermittent usage of the bank. Each separate application for a grant from the Sick Leave Bank must include a new physician's statement on the appropriate *Sick Leave Bank Form*.

11. Normal pregnancy with normal delivery will not be covered under this *Sick Leave Bank* policy. Any absences associated with complicated pregnancies will only be eligible for Sick Leave Bank consideration according to the following guidelines:

    A. Any days absent prior to the birth with a doctor's note verifying the complicating condition and the need to be off work will be eligible for consideration.

    B. Any days beyond six (6) weeks after the birth with a doctor's note verifying the complicating condition and the need to be off work will be eligible for consideration.

12. Addictions or the abuse of drugs, alcohol or other prohibited substances will not be covered under the *Sick Leave Bank* policy.

13. All requests to draw upon the Sick Leave Bank must be made on a *Sick Leave Bank Request Form* and submitted to the Human Resources Director within thirty (30) calendar days of the date first eligible for a grant.

14. All requests to draw upon the Sick Leave Bank must be accompanied by the *Sick*

Leave Bank Physician's Statement Form confirming the cause of the catastrophic illness or confinement and certifying the existence of a disability to perform assigned duties. **The employee's physician must personally sign the form.** The Committee will not honor any physician's statement unless it is on the official *Sick Leave Bank Physician's Statement Form* or if it is signed with a stamp or facsimile signature.

15. The Committee reserves the right to ask the applicant to undergo a medical review by a second opinion physician. This physician's report is to be sent directly to the office of the Human Resources Supervisor who will then submit it to members of the Committee for action.

SICK LEAVE BANK COMMITTEE

The Human Resources Supervisor, the Business Manger, an Instructional Supervisor, a teacher appointed by the Superintendent, the Maintenance and Transportation Supervisor, the School Food Services Supervisor, and a School Nurse appointed by the Superintendent shall serve on the Sick Leave Bank Committee. The chair of the Committee shall be the Human Resources Supervisor. The Committee will review and determine approval or denial for utilization of Sick Leave Bank days in accordance with the provisions of this policy. When a question arises as to which bank a person is eligible to donate days, the Committee shall make the final determination.

A majority vote of the members of the Sick Leave Bank Committee is necessary to approve a member's request. A decision on a member's request may be made by a quorum of the Committee in the event that one or more members are not available to participate in the review. The Committee shall notify the employee of its decision to approve or to deny the request within fifteen (15) days of the receipt of the request. **The decision of the Sick Leave Bank Committee to approve or to deny requests for sick leave assistance shall be final and binding.**

FORMS AND RECORD KEEPING

1. The Human Resource Department shall maintain all records regarding operation of the Bank.

2. All *Sick Leave Bank Membership Application Forms*, *Sick Leave Bank Request Forms*, and *Sick Leave Bank Physician's Statement Forms* shall be kept up-to-date by the Human Resources Department and shall be available on the Claiborne Parish School Board's website.

3. Copies of all completed forms shall be kept on file by the Human Resources Department. *Sick Leave Bank Membership Application Form(s)* shall be checked for full-time employee status and who have been employed for at least one year within the district.

EXCLUSIONS AND LIMITATIONS

The Claiborne Parish School Board reserves the right to amend or discontinue the Sick Leave Bank program at any time.

Sick Leave Bank days shall be granted within the school year or fiscal year. Sick Leave Bank days shall not be carried over from one school year to another or from one fiscal year to another.

In no case will the withdrawal of Sick Leave Bank days cause a member to receive more salary than his/her annual salary.

At least ninety percent (90%) of the leave balance shall be retained in each account of the bank from one school year to the next.

New policy: September 6, 2012
Revised: October 3, 2024

Ref: La. Rev. Stat. Ann. §§17:81, 17:500.2, 17:1202, 17:1205, 17:1206.2; La. Civil Code, Art. 1541, 1542, 1833; Board minutes, 9-6-12, 10-3-24.

MATERNITY AND ADOPTIVE LEAVE

The Claiborne Parish School Board declares that any employee who becomes pregnant shall be eligible for maternity leave (leave without pay). The expectant employee shall be given the option of choosing maternity leave or using current and accumulated sick leave for the period of medical disability occasioned by pregnancy and childbirth. Employees who use current and/or accumulated sick leave for maternity leave purposes shall be subject to all policy provisions, regulations and procedures affecting sick leave.

An employee who becomes pregnant must notify the Superintendent or his/her designee in writing (by completing the *Request for Maternity Leave* form) within the first four (4) months of pregnancy. The form must be accompanied by a statement from a physician verifying the stage of pregnancy and the expected dates of disability due to pregnancy. Such certificate shall follow the same standards as for submission of certificates for sick leave as found under *Certification of Absence* in policy *GBRIB, Sick Leave*. Failure to comply with the notice and other requirements of this policy may be considered willful neglect of duty and may result in termination of employment.

Maternity leave of absence (leave without pay) may be granted to regularly employed women for a reasonable time before and after childbirth for a maximum of one year. Reasonable period of time means that period during which the female employee is disabled on account of pregnancy, childbirth, or related medical conditions. However, additional sick leave for maternity purposes may be granted if recommended as medically necessary by the employee's physician, subject to approval by the School Board.

Maternity leave without pay does not affect tenure, teaching or working experience acquired prior to the leave. Maternity leave granted only for the period of disability occasioned by pregnancy and/or childbirth shall not interrupt the consecutive service for sabbatical leave purposes.

ADOPTIVE LEAVE

The Claiborne Parish School Board shall grant leaves of absence not to exceed thirty (30) days to regular employed teachers after the legal adoption of a child. The term "teacher" in this policy shall include any member of the teaching staff and any social worker, school psychologist, supervisors of child welfare and attendance employed by the School Board who holds a valid professional ancillary license issued by Louisiana Department of Education. If multiple children are adopted on the same date, the event shall be considered a single qualifying event. The granting of such leave shall not affect any of the tenure rights with the teacher may have acquired under state law. Adoptive leave shall not interrupt the consecutive service for sabbatical leave purposes.

Each teacher granted adoptive leave in accordance with state law who has no remaining sick leave days available may also be granted up to thirty (30) days of extended sick leave

in each six-year period of employment for personal illness related to illness of an infant, or for required medical visits certified by a physician as relating to infant health.

RETIREMENT CREDIT

While on maternity or adoptive leave, an employee may elect to receive retirement credit for the time spent on leave. If the employee elects to receive retirement credit, she must pay the employee and employer retirement contributions. It is the responsibility of the employee to contact the Human Resources Department and make these arrangements. Failure to make arrangements to receive retirement credit while on leave cancels the opportunity to receive this credit in the future.

Revised: August 10, 2023

Ref: La. Rev. Stat. Ann. §§17:231, 17:1171, 17:1202, 17:1211, 17:1212, 23:334, 23:341, 23:342; Board minutes, 8-10-23.

MILITARY LEAVE

ACTIVE DUTY

Any regular employee who is serving in the military service or in the armed forces of the United States shall be granted a leave of absence, without pay, for the period dating from his/her induction, enlistment, enrollment, or call to service. Such leave shall not affect tenure rights acquired prior thereto.

An employee called to active duty shall be granted a leave of absence with the right to return to the position vacated when called into service. The granting of leave does not affect any tenure rights that the employee has acquired. An employee, upon return, must apply for reinstatement to the former position within thirty (30) days after discharge or release from active duty.

For an employee called to active duty or in the event of a national emergency, the Claiborne Parish School Board shall pay the employee an amount which when combined with the base pay for military service shall equal but not exceed the regular Board salary. Such payment shall not exceed twenty-six (26) weeks. The Board shall pay the retirement contribution to the respective retirement system on the amount paid by the Board, if any, during the twenty-six (26) week period.

An employee who is ordered to duty shall notify the immediate supervisor as early as possible so that scheduling arrangements can be made. The employee shall also notify the Personnel Department within three (3) days of receipt of orders and shall submit to the Personnel Department a copy of the official orders.

RESERVE, NATIONAL GUARD, OR SIMILAR DUTY

All employees of the Board who are members of the Officers' Reserve Corps of the Army of the United States, the National Guard of the United States, the Naval Reserve Corps, the Marine Corps Reserve, the Air Force Reserve, the Citizens' Military Training Corps, or the Civil Air Patrol, either as officers or enlisted persons, are entitled to a leave of absence without loss of pay, time, annual leave, or efficiency rating, on all days which they are ordered to duty with troops, or at field experiences, or for instruction, not to exceed fifteen (15) days in any one calendar year, and when relieved from duty, are to be restored to the positions held by them when ordered to duty.

As professional educators interested in maintaining excellence in the educational system, it is expected that all teachers shall make every possible effort to schedule such military leaves during vacation periods. This effort shall be considered as one of the specified duties of all teachers.

Such leave in excess of fifteen (15) days in any one calendar year shall be leave

without pay, unless the employee or teacher affected applies for, qualifies for, and is granted one of the other forms of leave provided by the Board.

Ref: 38 USC §4301-4333 (*Employment and Re-employment Rights of Members of the Uniformed Services);* La. Rev. Stat. Ann §§17:1215, 29:401, 29:402, 29:403, 29:404, 29:405, 29:406, 29:407, 29:410, 42:394, 42:401, 42:402, 42:403; Board minutes, 11-8-01.

PUBLIC SERVICE

ELECTION COMMISSIONERS

An employee appointed to serve as an election commissioner or clerk may be granted a leave of absence for that purpose. The employee shall notify the Superintendent or his/her designee within five (5) days following the publication of the official list of commissioners and clerks and request that a leave of absence be granted. Such leave, when approved, shall be leave without pay or the employee may use personal leave, if available. All requests of this type should be submitted sufficiently in advance of the required date of absence to enable administrative consideration and action on the request.

Ref: La. Rev. Stat. Ann. ''17:81, 17:1171.

JURY DUTY OR SUBPOENAS

The Claiborne Parish School Board shall grant a leave of absence to any regularly employed person of the school system who has been called to serve jury duty, or subpoenaed to serve as a witness in a court proceeding, including depositions, on school business. Such leave shall be granted for the period of time required to serve such jury duty without loss of sick, emergency, or personal leave. Jury duty shall not be deemed to interrupt service accumulated toward sabbatical leave.

Employees shall be required to return to work sites immediately upon release by the courts.

All legal matters requiring an employee's presence (i.e. deposition, hearing, etc.) not in connection with the employee's official duties shall be charged against the employee's sick leave or annual leave (if applicable).

Anyone serving on jury duty shall receive his/her regular salary. Said employee shall be responsible for submitting verification of call or subpoena for jury duty and reporting any compensation received as juror to the Superintendent or designee to be eligible to receive leave for jury duty. Any employee abusing said leave shall be subject to disciplinary action.

Teachers authorized to serve jury duty must leave lesson plans for the substitutes with their principal.

Ref: La. Rev. Stat. Ann. ''17:81, 17:1210.

LEAVE WITHOUT PAY

The Claiborne Parish School Board may grant leaves of absence without pay, for periods not exceeding one (1) year, to any regular employee who requests such leave in writing, when in the opinion of the Board such leave is in the best interest of the school system. The granting of such leave shall not affect any tenure rights which the applicant may have acquired prior thereto.

Requests for leave of absence without pay shall be submitted to the Superintendent or his/her designee, in writing, at least fifteen (15) days prior to the effective date of the leave, whenever possible. The leave request shall be presented to the Board for its consideration.

Requests for leave without pay to accept other employment shall generally not be granted, except in situations such that the employment will be of a temporary nature in the field of education or an area closely related to education for not more than one (1) year, and in the opinion of the School Board would bring honor to both the employee and the school system.

School employees (those employees who are not teachers or bus drivers) may be entitled to leave without pay for non-occupational illness or injury upon request to the Superintendent and approval of the School Board. Such request for leave must be accompanied by a physician's certificate stating the nature and extent or duration of the illness or injury. To be eligible for leave without pay, school employees shall have been employed by the School Board for at least two (2) school years.

The granting of such leave shall be with the intention of both the employee and the school system that the employee returns to the same position he/she left. The Board may reassign an employee taking leave without pay to a teaching, administrative, or similar position within the person's area of certification or job responsibility if a vacancy occurs. Such reassignment shall be effected in accordance with the Board's transfer policy and procedures.

Authorized leave without pay is not to be interpreted as days to be used for temporary absences for personal reasons. However, leave without pay may be granted for short-term or long term absences for educational, medical, or personal reasons when approved by the School Board, for periods of up to one (1) year after proper request. In all such cases, the employee may not accept other employment during the period.

Ref: La. Rev. Stat. Ann. ''17:81, 17:1186.

SUBSTITUTES

SUBSTITUTE TEACHERS

The Claiborne Parish School Board shall require the compilation of a list of qualified individuals to serve as day-by-day substitute teachers within the school district. The Superintendent or his/her designee shall prepare the list assuring that all those listed possess appropriate employment criteria, including verification of teachers' qualifications and certification.

Substitute teachers are assigned on a daily basis by the principal or his/her designee. Teachers who are to be absent shall call the principal/designee and request the date and state the reason for the absence. Substitutes shall then be contacted and assigned by the principal/designee. It shall be the responsibility of the principal and the regular teacher to ensure that the substitute teacher has the necessary instructions and materials to teach effectively, including textbooks, lesson plans, class rolls, schedules and an outline of local school procedures.

Retired teachers may be employed as substitute teachers provided that use of retired teachers as substitutes is in accordance with the rules and regulations established by the Teacher's Retirement System of Louisiana and pertinent statutory provisions.

Qualified teachers may also be selected to substitute for teachers who plan to be absent for long periods of time. Provisions shall be made for the hiring of, or contracting with applicable substitute teachers in these instances as developed by the Superintendent and staff.

Compensation paid to substitute teachers shall be based upon the degree status of the substitute in accordance with a pay schedule as set by the School Board.

Any school employee whose job does not require a teaching certificate who performs work as a substitute teacher for more than a single class period shall be compensated for that time at the rate of a substitute teacher. The principal or his/her designee shall authorize the school employee to act as a substitute teacher prior to the employee’s participation in the classroom as a substitute, and shall verify the hours as a substitute teacher for payroll purposes. Any such compensation shall not be considered an increase in the employee’s base pay nor factored into the employee’s compensation for the following year.

SUBSTITUTES FOR SUPPORT PERSONNEL

The principal/designee shall require the maintenance of a list of properly qualified and approved substitute personnel eligible to substitute for support personnel absent from work. Only persons approved by the principal/designee shall be eligible for employment

as substitutes. Appropriate judgment as to actual need should be exercised before employment of a substitute for support personnel.

Bus Operators

The Transportation Supervisor shall maintain a qualified substitute bus operator list. The substitute bus operator list shall be updated as changes occur.

A substitute bus operator who accepts a route and then elects not to accept the job, shall lose his/her seniority and be moved to the bottom of the list.

A substitute bus operator may only be used as a temporary resource until a permanent operator is appointed to the route. A substitute bus operator may not drive a route for a period that exceeds the end of the school semester of the school year during with the operator began driving the route.

A substitute bus operator shall be paid a daily rate as approved by the School Board, but in no case *less* than sixty-five percent (65%) of the daily rate of pay being paid the regular bus operator, to be computed by dividing the annual pay of the regular operator by the number of school days in the regularly scheduled session, exclusive of any compensation or mileage allowance for use of a privately owned bus.

Substitute bus operators shall be eligible for a stipend for completion of school bus driver pre-service training. However, the substitute bus operator shall assume the obligation of continuing employment with the School Board for a minimum of one (1) school year. Any employee who voluntarily resigns within one year after completing the pre-service training course shall repay the School Board the full amount of the stipend.

Revised: August, 2009
Revised: September 6, 2012
Revised: April, 2014
Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. "11:710, 17:81, 17:84, 17:419.3, 17:493.1, 17:500, 17:1212, 17:1213, 17:1216, 17:1217; Board minutes, 9-6-12, 11-7-13, 11-6-14.

ANNUAL LEAVE

Eligible personnel employed by the Claiborne Parish School Board shall be entitled to annual leave in accordance with the following schedule:

12-month administrators	15 days
11-month administrators	10 days
10-month administrators	5 days
12-month non-administrators (less than 3 years experience)	10 days
12-month non-administrators (3 years or more experience)	12 days

Annual leave shall not be counted toward retirement or carried forward to the next session.

All annual leave must be requested in writing on the approved *Application for Leave* form. The *Application for Leave* must be submitted to the Superintendent or his/her designee well in advance of the anticipated beginning date of leave (whenever possible). Employees should work with the appropriate supervisor in arranging for annual leave. Administrative personnel shall take into consideration the services to be rendered by the employee when arranging for annual leave and will make every effort to allow the requested annual leave.

Upon retirement, resignation, or termination of employment, the employee may choose to be paid for any unused accumulated annual leave at the employee's daily rate of pay or may convert such unused accumulated annual leave to service credit for retirement purposes if allowed by the retirement system. If the employee chooses the service credit conversion option, the statutes and regulations related to the respective retirement system will apply. If the employee chooses to be paid for unused annual leave, payment shall be made to the employee or his/her heirs on or before the next regular pay cycle during which the employee was working at the time of separation or no later than fifteen (15) days following the date of separation, whichever occurs first.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

Any employee of the Claiborne Parish School Board who participates in the Deferred Retirement Option Program (DROP) shall be eligible for and may elect to receive on a one-time basis payment for unused annual leave upon entering DROP on the same

basis as any other employee who retires or otherwise leaves employment; otherwise, any accrued annual leave shall be paid only upon final retirement of the employee.

Revised: August, 2009

Ref: La. Rev. Stat. Ann. ''11:754, 17:81, 17:425.1, 23:631.

PHILOSOPHY

The Claiborne Parish School Board is committed to providing and maintaining a quality program of guidance, effective instruction and academic experiences every child needs for achievement, recognition, security, love and affection. The Board further believes that the schools should provide each student with the opportunity to develop his/her greatest potential academically, socially and physically in order to contribute to society, to function creatively within his/her environment and to participate in the democratic processes of this nation.

Concurrently, the Claiborne Parish School Board believes that the primary goal of education is to help young people develop a positive personal concept while they cultivate a deep interest in their own personal worth and gain an understanding of themselves so that they can live effectively in this highly technological age.

The Board also believes that educational experiences should allow for student achievement through curricula which are continuously evaluated and validated to provide for the individual needs of the student no matter what the student's capabilities.

The Board further believes that the educational process within the school district is a partnership that involves parents, educators and the community working together to provide the very best educational experiences for youth of the parish through cooperative mutual endeavors which will ultimately produce healthy, happy, well-educated (well-rounded) children.

CURRICULUM

The Claiborne Parish School Board has the responsibility to establish and maintain a quality program of instruction for the elementary and secondary schools of the school district.

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE), and the policies of the School Board.

The organization and scheduling of subjects in the curriculum of the school district shall conform to BESE requirements and statewide content standards for required subjects. The curriculum shall provide learning experiences and prospective achievement for each child according to their individual needs and offer pupils a basic body of understanding, attitudes, knowledge, and skills.

By the end of the eighth (8th) grade, every student, with the assistance of his/her parent or legal guardian and school counselor, and for a student with an exceptionality, except a student identified as gifted or talented and who has no other exceptionality, the student's *Individualized Education Program* team, if applicable, shall begin to develop an *Individual Graduation Plan* to guide future academic course work and to assist for the student in exploring educational and career possibilities. By the end of the tenth (10th) grade, each student's *Individual Graduation Plan* shall outline high school graduation requirements relevant to the student's chosen postsecondary goals. Each student's *Individual Graduation* Plan shall be reviewed annually and revised as necessary to identify the courses to be taken each year until all required core courses are completed. Upon completion of the review, each student's *Individual Graduation Plan* shall be signed by the student, the student's parent or other legal guardian, and the school counselor.

Prior to revising a student's Individual Graduation Plan, the school counselor shall meet with the student's parent or legal guardian either in person or virtually to explain the possible impacts the revisions to the plan might have on the student's graduation requirements and postsecondary education goals. Any revisions to a student's plan shall be approved in writing by the student's parent or legal guardian.

CAREER MAJOR

The curriculum design within the high schools shall include a career major comprised of challenging academic courses and modern career and technical studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level, which includes activities designed to introduce students to occupations in demand in Louisiana. The School Board shall develop and offer one or more career major programs aligned to state and regional workforce demands, pursuant to policies

adopted by BESE.

ELECTIVES

BESE has granted school systems the authority to develop, review, and approve all locally-initiated electives, in accordance with the *Louisiana Handbook for School Administrators*, Bulletin 741. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations pertaining to students with disabilities. Elective courses shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Proper documentation of all approved electives shall be maintained by the School Board.

Revised: April 5, 2012
Revised: June 6, 2013
Revised: November 6, 2014
Revised: November 11, 2021

Ref: La. Rev. Stat. Ann. §§17:154, 17:181, 17:182, 17:183, 17:183.1, 17:183.2, 17:183.3, 17:183.5, 17:261, 17:262, 17:2925; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-8-07, 4-5-12, 6-6-13, 11-6-14, 11-11-21.

BASIC INSTRUCTIONAL PROGRAM

In keeping with its commitment to provide equal educational opportunities for each child, the Claiborne Parish School Board recognizes that the basic instructional program in the district's schools consist of those required courses that lead to high school graduation, including students in special and alternative schools as listed in the *Louisiana Handbook for School Administrators*, Bulletin 741. A variety of other courses and programs shall also be offered.

Although particular course offerings and teaching approaches may vary school to school and area to area, programs in basic curriculum areas shall be coordinated and sequenced to grade level so that students can make satisfactory progress throughout their school careers. In all instances, the elementary school curriculum, middle school curriculum, and high school curriculum shall meet the educational requirements established by state statute and the Louisiana Department of Education.

Ref: La. Rev. Stat. Ann. ''17:181, 17:182, 17:183.1, 17:183.2, 17:183.3, 17:183.4, 17:183.5, 17:183.6, 17:183.7, 17:183.8, 17:183.9, 17:261, 17:262, 17:266, 17:267, 17:268; *Louisiana Handbook for School Administrators*, Bulletin 741,

Louisiana Department of Education.

EDUCATIONAL ASSESSMENT PROGRAM

The Claiborne Parish School Board, in the implementation of statewide curriculum standards, has developed and adopted the *Claiborne Parish Pupil Progression Plan* in accordance with statutory provisions. The plan contains Board policy, regulations, and/or procedures as they relate to the promotion, retention, acceleration and similar actions regarding students' performance within the schools of the school district. The Superintendent shall be responsible for the implementation of the *Pupil Progression Plan* as outlined by guidelines of the Louisiana Department of Education and as approved by the School Board.

The policies, regulations, and procedures developed and revised periodically in the *Pupil Progression Plan* shall be considered as Board policy, regulations, and/or procedures and treated as if part of this policy manual.

The Board shall be apprised periodically concerning implementation of all regulations contained in the Plan, and an annual report shall be submitted to the Board by the staff outlining the progress of the programs, promotions affected, and similar transactions.

Ref: La. Rev. Stat. Ann. '17:24.4; *Guidelines for Pupil Progression*, Bulletin 1566,

Louisiana Department of Education.

FILE: IDBA
Cf: IDA

SEX EDUCATION

The Claiborne Parish School Board is committed to protecting the health of all of its students by providing medically accurate and evidence-informed sexual health education, and shall abide by Louisiana statutes, including La. Rev. Stat. Ann. §17:412.

Any formal sexual education content outside of the normal curriculum (i.e. biology or health education) shall be approved by the Superintendent and the School Board.

New policy: April 10, 2025

Ref: La. Rev. Stat. Ann §§17:281, 17:412; Board minutes, 4-10-25.

ALCOHOL, TOBACCO, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM

The Claiborne Parish School Board shall require a comprehensive alcohol, tobacco, drug, and substance abuse prevention education program be incorporated into every school of the district that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, tobacco, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades ten through twelve is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, tobacco, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the Board.

Each school shall have a *substance abuse prevention team*, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

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 on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The 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.

Revised: October 6, 2011

Ref: La. Rev. Stat. Ann. ''14:403.1, 17:154, 17:402, 17:403, 17:404, 17:405, 17:416;

Board minutes, 10-6-11.

SUMMER SCHOOL

The Claiborne Parish School Board may offer a summer school program for students at the elementary and secondary levels, and shall offer school remediation and retest opportunities as outlined in Louisiana Board of Elementary and Secondary Education (BESE) Bulletin 1566, *Pupil Progression Policies and Procedures*.

Elementary summer schools may offer programs to enable students not meeting the promotion criteria during the regular school year to attend a summer school to remove deficiencies and be considered for promotion to the next grade or to provide additional learning opportunities. Students attending summer school for promotional purposes shall have written consent by the principal of the last school they attended.

Students not passing the Louisiana Educational Assessment Program (LEAP) exam administered in the spring of each year in grades 4 and 8, are highly recommended to attend a summer school remediation program for remediation in the specific area needed and may be retested at the conclusion of the course. Summer remediation shall consist of a minimum of fifty (50) hours of instruction per subject.

Secondary schools may offer summer school to enable students to schedule courses to enrich their experiences, to take new subjects, and to enable students who have failed in subjects to remove deficiencies. The administration of the summer school shall have the written permission from the principal of the students' home school in order for high school credit to be awarded.

All students with disabilities should receive services along with regular education students in summer programs, with special supports provided as needed.

Students attending summer school session may be charged a fee. Fees shall be set by the School Board upon recommendation of the Superintendent and his/her administrative staff.

Revised: June 6, 2013

Ref: La. Rev. Stat. Ann. ' 17:24.4; *Louisiana Handbook for School Administrators*, Bulletin 741, *Pupil Progression Policies and Procedures*, Bulletin 1566, Louisiana Department of Education; Board minutes, 6-6-13.

KINDERGARTEN

The Claiborne Parish School Board shall offer full-day kindergarten instruction to each eligible child and require every child entering kindergarten for the first time be given a valid and reliable readiness assessment. The results of this assessment shall be used for measuring student readiness for kindergarten and for planning instruction.

Each child entering kindergarten for the first time shall be assessed at the beginning of the school year. The parent or guardian of each child shall be advised of the child's level of readiness.

Revised: October 6, 2011
Revised: June 6, 2013

Ref: La. Rev. Stat. Ann. ''17:24.4, 17:391.11; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes,

10-6-11, 6-6-13.

HOME STUDY PROGRAM

Students of the Claiborne Parish School District may be permitted to have their educational skills developed through a home study program, or in an in-home private school program, if such a program offers a sustained curriculum of quality at least equal to that offered by public schools at the same grade level. The parent or legal guardian shall submit an application to the Louisiana Department of Education for approval together with a copy of the child's birth certificate. An initial application shall be made within fifteen (15) days after commencement of the home study program. A renewal application shall be submitted to the Louisiana Department of Education by October 1 of the school year, or within twelve (12) months of approval of the initial application, whichever is later.

Any child eligible by law to attend elementary or secondary school shall be eligible to participate in a home study program.

Secondary students who are home schooled shall not earn a regular high school diploma unless they return to an approved school and meet all the necessary credits and requirements needed for high school graduation. Home study students shall be eligible to take the high school equivalency test upon completion of the home study program, upon proper application.

TEXTBOOKS

The School Board shall supply textbooks and other instructional materials, as available, to children enrolled in a state-approved home study program. Textbooks and any materials supplied shall be returned when the student has completed the applicable coursework. A deposit equal to one hundred percent (100%) of the replacement costs shall be required. Such deposit shall be returned when the books are returned. No refunds shall be made for lost or damaged textbooks. If books are not returned or paid for, the parent or legal guardian shall not be eligible to continue participation in the textbook rental program until all textbook debts have been cleared.

Textbooks should be issued from the school of the student's assigned attendance zone for no longer than the length of the current school term. Principals may require periodic inspection of the textbooks.

READMISSION

Students seeking admission or readmission to the Claiborne Parish public schools shall be required to fulfill such screening and evaluation requirements as the Board of Elementary and Secondary Education (BESE) and/or the School Board may establish, including the taking of tests and diagnostic instruments used to determine appropriate grade levels or Carnegie units. The requirements and procedures for admission or

readmission shall be made a part of the School Board's *Pupil Progression Plan*. In addition, students in *grades 5 and 9* transferring to the public school system shall be required to take the 4th and 8th grade LEAP tests in order to determine the appropriate grade levels.

ACHIEVEMENT TESTING

A parent of a child in home study may request the Superintendent to permit the child to be administered the LEAP tests. Such tests shall occur on the date of the test as determined by the Superintendent. The examination shall be administered with the same restrictions and under similar conditions as provided to students enrolled in public schools with a certified teacher administering the test. The parent shall be provided the student's score and whether the student passed the examination and met the state performance standards.

A testing fee of up to thirty-five dollars ($35) may be charged to cover actual costs of administering, scoring, and reporting the results of the tests.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES OR INTERSCHOLASTIC ATHLETICS

A public school shall not disqualify a student from participating in extracurricular activities or interscholastic athletics solely because the student is enrolled in an approved home study program, so long as the student lives in the attendance zone of the public school.

A student who is enrolled in an approved home study program shall try out or apply for extracurricular activities or interscholastic athletics at the public school in the same manner, time, and place as the students who attend the public school.

After the try out or application, should the approved home study student meet the qualifications for an extracurricular activities club or an interscholastic athletics team, the approved home study student shall be required to maintain all requirements for participation that a public school student would have to meet in order to participate in the extracurricular activity or the interscholastic athletics activity, including but not limited to maintaining a minimum grade point average and complying with disciplinary standards. Failure to meet the requirements with respect to a minimum grade point average or failure to adhere to the disciplinary standards shall be grounds for the school to remove the approved home study student from participation in the extracurricular activities club or the interscholastic athletics team.

Notwithstanding any other law to the contrary, no public school may be a member of, or participate in any competition sponsored by any interscholastic extracurricular athletic association or organization that denies eligibility to a student solely on the basis of the student's enrollment in an approved home study program.

Revised: February 11, 2016
Revised: September 8, 2016
Revised: August 8, 2024

Ref: La. Rev. Stat. Ann. §§17:176.2, 17:236, 17:236.1, 17:236.2, 17:351.1; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 2-11-16, 9-8-16, 8-8-24.

CONTINUOUS LEARNING

In an effort to provide required instruction to students in times of extended school closures, the Claiborne Parish School Board shall implement the *Continuous Learning Plan*, which allows modified operations for continuous learning on a short-, medium-, or long-term basis. The *Continuous Learning Plan* shall be posted on the School Board's website. It shall be updated annually by June 30th, and reviewed by stakeholders.

Short-term modified operations: A significant portion of the students/staff are not able to be on campus for 1-2 days for face-to face, direct instruction. Continuous learning expectations may be limited or smaller in scope depending on resource availability (e.g. community is without electricity for two (2) days).

Medium-term modified operations: A significant portion of the students/staff are not able to be on campus for 3-10 days for face-to face, direct instruction.

Long-Term Modified Operations: A significant portion of the students/staff are not able to be on campus for more than ten (10) days for face-to face, direct instruction. Operations should have more consistency and expectations of routines and instruction.

The plan shall include, but not be limited to:

1. Technology and connectivity;
2. Student and staff responsibilities;
3. Attendance;
4. Family strategic communication, engagement, and support; and,
5. Instructional quality.

Remote instruction is an educational model in which the student and educator are not physically present in a traditional classroom environment where instruction may be facilitated by the use of computers, technology, and the internet. *Hybrid instruction* is instruction provided via a combination of face-to-face and remote models.

New policy: September 7, 2023

Ref: La. Rev. Stat. Ann. §§17:81, 17:232; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes, 9-7-23.

HOMEBOUND INSTRUCTION

Students of the Claiborne Parish School District who are unable to attend school because of physical disability may be assigned a properly certified teacher who will instruct them at home or in a hospital. In order for a student to be considered for homebound instruction, the student, as a result of health care treatment, physical illness, accident, or the treatment thereof, must be temporarily unable to attend school for the provision of regular educational services. Such incapacitation shall require verification on the application by a physician. The homebound instruction program is a continuation of the regular school instructional program, designed to help the child return to school without falling too far behind in assigned work. The student shall be under the same state and local regulations as any other student. A responsible adult must be present where instruction is provided.

CRITERIA FOR ELIGIBILITY

A regular or special education student is eligible to receive homebound instruction if the following criteria are met:

1. Following an absence of more than ten (10) consecutive school days for a qualifying illness, homebound instruction shall be provided on the eleventh (11^{th}) school day.

2. After a student has been absent for ten (10) days, for one of the above identified reasons, the student shall be referred for review by the *School Building Level Committee (SBLC),* to determine need for referral for Section 504 services if the student has not previously been identified as a student with a disability.

3. The student is free of infectious or communicable disease. If the student is not free of such diseases, other appropriate instructional arrangements must be made.

4. The parent or guardian signs a parental agreement concerning homebound or hospital policies and parental cooperation.

CONTINUITY OF INSTRUCTION

A review of the student's educational program conducted by the student's regular education teacher(s) should be provided to the hospital/homebound teacher to permit continuity in instruction. Periodic conferences between the student's regular teacher and homebound instructor should be conducted as well. Homebound instruction, at a minimum, shall be provided in the core academic subjects: English, Mathematics, Science, and Social Studies. A minimum of four (4) hours instruction shall be provided

per week, unless the student's health as determined by a physician requires less. Consideration shall be given to the individual need for services beyond the core academic subjects for students with disabilities

Homebound services may be provided via a consultative model (properly certified regular or special education teacher when appropriate, consults with the homebound teacher delivering instruction) for students needing such services less than twenty (20) days during the school year.

REGULATIONS

The following regulations must be observed by the parents and students once a teacher has been assigned:

1. One of the student's parents, or a responsible adult, must be present in the home the entire time a homebound teacher is teaching.

2. Child and teacher are not to be disturbed during the instructional period.

3. Members of the family must remain out of the room during the class period.

4. In the event a teacher is unable to keep the child's appointment, he/she should notify the parents. If the child is unable to receive a lesson at the scheduled time, the parents should let the teacher know as soon as possible.

5. Home study is essential for the student to maintain his/her class standing. It then becomes the child's responsibility, under the supervision of the parents, to prepare the work which has been assigned. An assigned lesson which is not completed is a loss of valuable time and may jeopardize the student's course work.

6. A daily student schedule is the responsibility of the student and the parents.

Failure to observe these regulations may result in the withdrawal of this special service.

Ref: La. Rev. Stat. Ann. '17:1946; *Louisiana Handbook for School Administrators*,

Bulletin 741, Louisiana Department of Education.

STUDENT DRIVER TRAINING

The Claiborne Parish School Board may provide the facilities and the personnel necessary for a driver training program

The program shall consist of a course of not less than eight (8) hours of actual driving experience and thirty (30) hours of classroom instruction. The program shall be designed to acquaint students to the safety precautions and hazards related to highway transportation. Children who are fifteen (15) years of age or older are eligible to participate in the driver education program. In addition, children who are in at least the ninth (9^{th}) grade and are within ninety (90) days of their fifteenth (15^{th}) birthday may participate in the classroom instruction component of the program.

The Driver Education Program shall have the following objectives:

1. To develop in each student the proper values and attitudes toward safe and responsible driving.

2. To develop in each student safe and efficient use of motor vehicle equipment and highways.

3. To develop in each student a strong sense of personal and social responsibility in the operation of motor vehicles.

COST

The student may be assessed a fee for driver training in an amount approved by the Board. Factors such as instructor salary and benefits, vehicle charges such as insurance, fuel, and lease payments shall be considered when determining adequate fees to charge.

Revised: April 5, 2012

Ref: La. Rev. Stat. Ann. '17:270; Board minutes, 4-5-12.

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

The Claiborne Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to 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 to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined through the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's *Pupil Appraisal Handbook*, Bulletin 1508, and becomes eligible to receive special education services. All special education services shall be 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 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.

NOTIFICATION OF INDIVIDUAL RIGHTS

Each school shall provide parents, legal guardians, or tutors of students with exceptionalities written information regarding legal procedures affecting the transfer of individual rights from parent, legal guardian, or tutor to child when the child attains the age of majority, including but not limited to supported decision making, power of attorney, continuing or permanent tutorship, and limited and full interdiction. The document shall inform parents, legal guardians, or tutors and how each option relates to such transfer of rights.

At the child's first Individualized Education Program (IEP) meeting of the school year, the document shall be provided to a parent, legal guardian, or tutor of each child who is fourteen, fifteen, sixteen, or seventeen years old who participates in alternate assessment pursuant to La. Rev. Stat. Ann. §17:24.4(F)(3) or an alternate pathway to promotion pursuant to La. Rev. Stat. Ann.§17:24.4(H). Parents, legal guardians, or tutors shall be provided a form by which to confirm receipt of the information.

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 under Bulletin 1508.

Definitions

Crisis intervention means the implementation of an action plan for school personnel to implement when a student exhibits disruptive behaviors that prevent him from participating in classroom or daily activities. Crisis intervention may include the following:

> The use of positive behavioral supports and sensory rooms or other calming spaces intentionally designed to help comfort and stabilize a student so that he may return to the classroom or daily activities.
>
> In extraordinary circumstances, the use of seclusion and physical restraint as a means to safely de-escalate a situation in which a student poses a risk of imminent risk of harm to self or others.

Information about a school's use of crisis intervention, including the proper use of seclusion and physical restraint, shall be included in a school's student handbook and made available to the parent and legal guardian of each student with an *Individualized Education Program* or *Behavioral Intervention Plan*.

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 designated separate room or area until he or she is no longer an imminent risk of harm to self or others. Seclusion shall be used only as a last resort when de-escalation and other positive behavioral support attempts have failed and the student continues to pose an imminent risk of harm to self or others. Seclusion shall not be used as a routine school safety, discipline, or intervention measure or to address behaviors such as general non-compliance, self-stimulation, academic refusal, and other behaviors that, while disruptive to a classroom setting or other daily school activities, do not present an imminent risk of

harm to self or others. School employees shall respond to such behaviors with less strenuous and less restrictive techniques, such as those included in a school's or student's crisis intervention plan or a student's Individualized Education Program or Behavioral Intervention Plan.

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 safe, secure and supervised setting and from which the student is involuntarily prevented from leaving until he/she is no longer at risk of imminent harm to self or others. A seclusion room shall:

- Be free of any object that poses a danger to the student placed in the room.
- Have an observation window and be of a size that is appropriate for the student's size, behavior, and chronological and developmental age.
- Have a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Sensory room means a room or space that is used for the monitored separation of a student in an unlocked setting in which school personnel may use positive behavioral interventions and support to help to calm or stabilize a student's disruptive behavior. A sensory room may also be referred to as a "calming room", “calming space", "comfort room", "comfort space", "sensory space", "timeout room", or "timeout space". The appropriate use of sensory rooms shall not be considered seclusion, which shall only be used for the limited purpose of responding to a student posing an imminent risk of harm to self or others.

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 the use of manual restraint techniques that involve physical force applied to restrict the movement of all or part of a person's body. Physical restraint does *not* include:

1. Consensual, solicited, or unintentional contact.
2. Momentary blocking of a student’s action if the student’s action is likely to

result in harm to the student or other person.

3. A school employee holding a student for less than three consecutive minutes within any given hour for the protection of the student or others.

4. A school employee holding a student 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.

5. Minimal physical contact for the purpose of safely escorting a student from one area to another.

6. Minimal physical contact for the purpose of assisting the student in completing a task or response.

Positive behavioral 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.

School health designee means a school employee designated to assess the use of seclusion and physical restraint in the event that a school nurse is not present on a school campus at the time such measure is used.

Written guidelines and procedures means the written guidelines and procedures adopted by the School Board regarding appropriate responses to student behavior which may require intervention.

Documentation and Notification

Each principal or his/her designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Program of the prohibition of the use of seclusion and physical restraint if the student has a condition who is known to have any medical or psychological condition that precludes such action, as certified by a pediatrician, neurologist, or mental health provided in a written statement provided to the school in which the student is enrolled. Such notification shall be made annually and be incorporated into the student's Individualized Education Program meeting.

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified by phone as soon as practicable but no later than the end of the same school day. The student's parent or other legal guardian shall also be notified in writing, as outlined below, of each incident of seclusion or physical restraint. 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 secluded or physically restrained a student shall document and report the incident in accordance with School Board policies. The employee shall submit such report to the school principal by the end of the next school day following the incident. The principal or his designee shall submit the report to the parent by the end of the next school day following receipt of the report. At a minimum, the incident report shall include the following:

1. The name, age, grade, gender, race, and disability of the student secluded or restrained.

2. The date, time, location, and duration of the seclusion or physical restraint.

3. The name and title of each school employee involved and who was a witness.

4. A description of the events requiring the use of seclusion or physical restraint, including a description of the procedures and types of restraint used, any actions taken in an attempt to de-escalate the situation, and the student's behavior that suggest the student posed an imminent risk of harm to self or others.

5. A description of any student injuries, visible marks, or medical emergencies that occurred during or after the seclusion or physical restraint.

6. A description of the actions taken immediately following the student's release from seclusion or physical restraint, including actions to notify the student's parent or legal guardian.

7. A description of the student's actions immediately following the student's release from seclusion or restraint.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported, in accordance with the Louisiana Board of Elementary and Secondary Education (BESE) policy, 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 BESE. 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 LDE.

At the beginning of each school year, the written guidelines and procedures adopted by the School Board shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.

Follow-Up

Following any situation resulting in the use of physical 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 three (3) such incidents in the school year, the student's *Individualized Education Program* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) including any crisis intervention plans, to include any appropriate and necessary behavioral supports. Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint, the special education director or supervisor or his/her designee shall review the student's plans 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: January 5, 2012
Revised: February 9, 2012
Revised: October 10, 2013
Revised: December, 2016
Revised: March 6, 2025
Revised: December 9, 2025

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, 2-5-09, 1-5-12, 2-9-12, 10-10-13, 12-8-16, 3-6-25, 12-9-25.

SPECIAL EDUCATION ADVISORY COUNCIL

The Claiborne Parish School Board Special Education Advisory Council shall provide advice and recommendations regarding special education policies, procedures, and resources. The council shall also engage in outreach activities to the community at large to increase the level of knowledge, support, and collaboration with respect to special education.

The number of council members and composition of the council shall be determined by the Superintendent. The Superintendent shall appoint the council members in accordance with the following statutory requirements:

1 Except as included herein, at least fifty percent (50%) of the membership shall be parents or legal guardians of students with an exceptionality, other than gifted and talented, who are enrolled in a school under the jurisdiction of or who are receiving special education services from the School Board, none of whom shall be employees of the School Board. One high school student with an exceptionality, other than gifted and talented, and one person who represents an entity that serves students with disabilities or families of students with disabilities and who is not an employee of the School Board may be counted to meet the requirement.

2. At least ten percent (10%) of the membership shall be special education stakeholders who are not represented by council members selected under the provisions of 1 and 3 hereof.

3. At least one member shall be a teacher, principal, or paraprofessional who serves students with disabilities and who works in a school under the jurisdiction of the School Board.

In selecting council members, an effort shall be made to include parents of students in elementary, middle, and high school grades.

A council should be comprised of at least eight (8) members. If a council has fewer than eight members, the Superintendent shall provide an explanation of his/her decision to establish a council with fewer than eight (8) members. The explanation shall be provided to the council, and the council shall include it as an addendum to the report required below.

The Superintendent shall designate the chairperson of the council. The chairperson shall be responsible for calling the council's meetings, preside over the meetings, and establish the agendas for the meetings, all in consultation with the Superintendent.

The Special Education Advisory Council shall meet at least three (3) times during a school

year. All meetings of the Special Education Advisory Council shall be subject to the same policies and statutory provisions as regular, special, and committee meetings of the School Board. All meetings shall be open to the public, except in those instances allowed as provided by state law. A majority of the committee membership shall constitute a quorum for holding a meeting and making recommendations. Minutes shall be taken of the proceedings of all Special Education Advisory Council meetings. A written report shall be prepared by the Special Education Advisory Council and submitted to the Superintendent and the Special Education Advisory Panel in May of each year regarding its activities. The Superintendent shall ensure that the report is posted on the School Board's website or the school's website, and all such reports shall be submitted to the state Department of Education.

No liability or cause of action against the public school district, public charter school or other public school, or any officer or employee thereof for any action taken by members of the Special Education Advisory Council.

New policy: October 6, 2022

Ref: La. Rev. Stat. Ann. §§17:81, 17:1944.1, 42:12, 42:13, 42:14, 42:15, 42:16, 42:17, 42:19, 42:20 42:24, 42:25; Board minutes, 10-6-22.

CAMERAS IN SPECIAL EDUCATION CLASSROOMS

The Claiborne Parish School Board shall install and operate cameras that record both video and audio in each special education classroom, as required by state law, and in accordance with procedures promulgated by the Superintendent. The School Board shall verify periodically that the cameras remain in operation. Should a camera be out of operation for more than two (2) consecutive days, the school shall provide notice to parents of students in the affected classrooms via normal school communication channels.

For purposes of this policy, *classroom* shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent (50%) of the instructional day. Classroom *shall not* mean special education classrooms and other special education settings where the *only* students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials if violations of law may have occurred.

The recordings shall not be considered “personally identifiable information” as defined in La. Rev. Stat. Ann. §17:3914.

New policy: November 17, 2022
Revised: November 6, 2025

Ref: La. Rev. Stat. Ann. §17:1948; Board minutes, 11-17-22, 11-6-25.

ALTERNATIVE SCHOOLS EDUCATION PROGRAM

The Claiborne Parish School Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process, since expulsion deprives a student of the right to an education.

Students suspended for more than ten (10) days or expelled from school shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The alternative education program is designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in the traditional programs or who are disruptive in the traditional school environment remain in school and earn course credits when possible, and to provide assistance with social skills and work habits.

A student placed in an alternative school or an alternative education program shall attend and participate in such school, program, or education services. The parent, tutor, or legal guardian of any such student shall ensure attendance of the student as required. The Supervisor of Child Welfare and Attendance, with the approval of the Superintendent, shall have the authority to file court proceedings to enforce the attendance requirements.

Upon the request of the student's parent, tutor, or other person responsible for the student's school attendance, a student enrolled in school between ages of sixteen (16) and eighteen (18) years may be allowed, with approval of the School Board, to attend an alternative education program.

The School Board may solicit and contract with an education service provider to provide educational services to students placed in an alternative school or an alternative education program. Alternative educational services to be rendered shall be in accordance with state law and rules and regulations promulgated by the Louisiana Board of Elementary and Secondary Education.

Other alternative education programs may be available for students with special needs. These programs are enumerated in the Board's *Pupil Progression Plan.*

Revised: January 10, 2013

Ref: La. Rev. Stat. Ann. ''17:7.5, 17:100.5, 17:221, 17:224, 17:416.2; *Alternative Education Schools/Programs Standards*, Bulletin 131, Louisiana Department of

Education; Board minutes, 1-10-13.

LIMITED ENGLISH PROFICIENCY PROGRAM

The Claiborne Parish School Board recognizes that the inability to speak and understand the English language limits the student's effective participation in the educational programs of the School District. Students whose primary languages are languages other than English shall be provided special assistance, in conformity with applicable Federal and State statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents shall be notified of their children's eligibility for the limited English proficiency program no later thirty (30) days after the start of school. Notification shall include their child's level of proficiency and how it was assessed, program components and expectations, parental rights, and any other information required by the *No Child Left Behind Act of 2001.* All written communications to parents shall be in a uniform format that is comprehensible to families and in a language the parents can understand.

Ref: 20 USC 6801 et seq., (*Language Instruction for Limited English Proficient and Immigrant Students*).

CO-CURRICULAR ACTIVITIES AND EXTRACURRICULAR ACTIVITIES

The Claiborne Parish School Board shall be committed to providing for each of its schools a program of student activities 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.

All work missed by students while participating in student activities or events shall be made up and completed in a manner that would be required of any other students in order to receive credit.

No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.

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.

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.

Participation of Students in Home Study Programs

A public school shall not disqualify a student from participating in extracurricular activities solely because the student is enrolled in an approved home study program, so long as the student lives in the attendance zone of the public school, and meets the qualifications as detailed in policy *IDCH, Home Study Program.*

PARTICIPATION REQUIREMENTS

To participate in any student activity, a student:

1. Must be in attendance at school at least one (1) hour prior to time he/she is released to participate in an event. Only the school administrator can grant exceptions to this rule.

2. If release time is allowed for an event, it should be approved by the principal and kept to a minimum based on the school's release time plan as submitted to and approved by the Central Office.

3. Release time for interscholastic sports shall be governed by the rules of the Louisiana High School Athletic Association.

4. Release time for activities not addressed within the school's plan must be approved by the Superintendent or designate authority prior to allowing release time for such activity.

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.

Revised: June 6, 2013
Revised: October 10, 2013
Revised: August 8, 2024

Ref: La. Rev. Stat. Ann. §§17:176, 17:176.2; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association; Board minutes, 6-6-13, 10-10-13, 8-8-24.

INTERSCHOLASTIC ATHLETICS

The Claiborne Parish School Board believes that the competitive athletic program is a part of the overall educational program of the school system. It also believes that the athletic program should be closely coordinated with the general instructional program of the school, and that the aims achieved through athletics should justify its inclusion in the overall educational program.

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.

PARTICIPATION OF STUDENTS IN HOME STUDY PROGRAMS

A public school shall not disqualify a student from participating in interscholastic athletics solely because the student is enrolled in an approved home study program, so long as the student lives in the attendance zone of the public school, and meets the qualifications as detailed in policy *IDCH, Home Study Program.*

Claiborne Parish School Board policy does not supersede LHSAA policy, which states that a student must follow rule 1.21.3.

PARTICIPATION REQUIREMENTS

No student shall be permitted to practice or participate in any interscholastic athletic program in any public school of the Claiborne 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 or extracurricular activity. (See policy *IDFAA, Athletic and Extracurricular Activity Drug Screening)*

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 must take the number of courses which allows him/her to earn a minimum of four (4) half Carnegie units or a total of two (2) Carnegie units per semester.

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.

Revised: August, 2010
Revised: October 6, 2011
Revised: October 10, 2013
Revised: August 8, 2024

Ref: La. Rev. Stat. Ann. §§17:169, 17:176, 17:176.2; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association; Board minutes, 11-11-10, 10-6-11, 10-10-13, 8-8-24.

ATHLETIC AND EXTRACURRICULAR ACTIVITY DRUG SCREENING

It is the policy of the Claiborne Parish School Board that students be accorded reasonable safety measures in high school athletics and extracurricular activities. Through participation, students in athletics and other extracurricular activities using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of the drug-testing program is (1) to provide for the health and safety of all student athletes and other extracurricular students: (2) to undermine the effects of peer pressure by providing a legitimate reason for student athletes and other extracurricular students to refuse to use illegal drugs; and (3) to encourage student athletes and other extracurricular participants who use drugs to participate in drug treatment programs. It is designed to create a safe, drug free environment for student athletes and other participants in extracurricular activities and assist them in getting help when needed.

All students, both male and female, in Claiborne Parish engaged in athletics and other extracurricular activities shall be subject to mandatory drug testing by methods approved by the Claiborne Parish School Board.

The Louisiana High School Athletic Association (LHSAA) requires that all schools engaged in LHSAA-sanctioned sports must obtain consent from each athlete and their parent/legal guardian to be drug tested in order to participate in the activity. Students who participate in other extracurricular activities shall also be subject to drug testing. Voluntary testing may be provided for all students with parental consent.

PROCEDURES FOR STUDENT ATHLETES

(1) Informed Consent for Testing

Prior to participating in any *Louisiana High School Athletic Association* (LHSAA) sanctioned sport, the student athlete and parent/guardian shall be required to sign the *LHSAA Substance Abuse/Misuse Contract* and the *Claiborne Parish Drug Testing and Consent* form. Extracurricular participants shall be required to sign the *Claiborne Parish District Drug Testing and Consent* form. These arrangements state that all extracurricular participants and student athletes shall be subject to random drug testing. These tests shall be strictly enforced and participation shall be mandatory, since the parents/guardians have freely chosen to allow their son(s)/daughter(s) to participate in such programs. No athlete/extracurricular participant shall be tested unless the parent(s)/guardian(s) and the athlete sign both the LHSAA and Claiborne Parish forms giving permission to have the tests performed. By signing, the parent(s) and student acknowledge that they have consented to the administration of the tests and waive any claim of invasion of privacy and waive any objection to the necessary action. Refusal to allow these tests to be administered shall immediately serve

notice that the student may not participate in any interscholastic athletics or extracurricular activity.

(2) Drug Testing Frequency

At the beginning of each sport season, as determined by the Principal, the Athletic Director, and/or the Louisiana High School Athletic Association, or when a student moves into the Claiborne Parish School Board district and joins a sport, all athletes and extracurricular participants wishing to participate in that season's sports may be subject to testing for illicit or banned substances. All eligible student athletes or other extracurricular participants shall be available for random drug testing anytime during the athletic year. Any student who refuses to submit to drug testing shall not be allowed to practice or participate in athletics, or any extracurricular activities at any high school under the control of the Claiborne Parish School Board.

All testing shall be performed by an approved National Institute on Drug Abuse (NIDA) laboratory to be determined by the Board, assuring proper experience in toxicology testing as well as chain-of-custody procedures. Tests performed shall be performed for drug classes or substances as specified by the Board and/or LHSAA.

(3) Sample Collection

Urine or any other sanctioned tests shall be performed by an authorized Collection Site representative. Any eligible athlete or other extracurricular participant selected randomly for drug testing who is not in school on the day of the testing shall be tested at the next available testing time. Likewise, any student unable to produce an adequate specimen during the collection period shall be subject to retesting at the next selected testing date. Students not able to provide an adequate specimen at the next testing time shall be viewed as refusing to test, and shall not be allowed to practice or participate in athletics or extracurricular activities under the jurisdiction of the School Board. Arrangements may be made for special collections with prior approval of the Principal and/or Athletic Director of each school.

CONFIDENTIALITY OF RESULTS

All drug tests shall be confidential information and handled accordingly. Those persons having results reported to them as set forth in this policy must sign a *Confidentiality Statement*.

POSITIVE TESTS RESULTS

Whenever a student athlete or other extracurricular participant's tests results indicates the presence of illegal drugs or banned substances, or the specimen has been ruled as

adulterated, the following provisions shall apply:

A. FIRST POSITIVE: After confirmation of a positive drug screening, the student shall lose eligibility for the next two (2) interscholastic contests or two (2) weeks of practice and scheduled games, whichever is longer, and attendance at interscholastic contest shall not be allowed. A conference shall be scheduled with coach, principal, safe and drug free school coordinator, parents, and student concerning referral recommendation.

B. SECOND POSITIVE: After confirmation of a second positive drug screening, the student shall lose eligibility for the next six (6) weeks of scheduled activities in which the student is a participant. This loss of eligibility includes practicing with the team or group. A conference shall be scheduled with the Hearing Committee, appropriate school personnel, parent, and student concerning treatment recommendations. In order for the student to re-enter an extracurricular activity, verification of a negative drug screen (at the student's expense) and written evidence that the student has sought and received treatment shall be provided to appropriate school personnel prior to any participation.

C. THIRD POSITIVE: After confirmation of a third positive drug screening, the student shall be dismissed from extracurricular activities for one calendar year and shall be subject to regulations under *Category I* of the Board's *Substance and Alcohol Abuse* policy. (NOTE: under *Category I,* repeat offenders shall be expelled.) In order for the student to re-enter an extracurricular activity, he/she must voluntarily submit evidence of a negative drug screen (at the student's expense), participation in a drug treatment program, and have remained drug free for the dismissed year.

D. Penalties shall be cumulative beginning with and throughout the student's participation in an extracurricular activity throughout his/her school career.

E. If a screening result is questioned, the student may be tested again at the student's expense. The screen must be in line with Claiborne Parish School Board's established drug screening policy. If there is a discrepancy in the two (2) tests, Claiborne Parish School Board's laboratory shall re-screen the student.

PARENTAL RELEASE

The parent(s) or guardian(s) and the student shall release the Claiborne Parish School Board, its members (both individually and in their official capacity), as well as any employee, teacher, principal or other school administrator or personnel from any liability in connection with this policy, the administration of the testing procedures and/or test results, any warranties addressing the accuracy of said tests and any and all medical or laboratory procedures employed by the referring laboratory. It is expressly understood

the Claiborne Parish School Board assumes no responsibility for the diagnosis or treatment of any disease or condition that may become known as a result of any laboratory test(s) conducted in the implementation of this drug testing program.

NOTE: It is imperative to note that these procedures are only to be used for the appearance of a non-apparent controlled substance. Consequently, if a student athlete or extracurricular activity participant is apprehended by anyone as a result of being in illegal possession of alcohol and/or a controlled substance, or banned substances, the regular school and Claiborne Parish School Board disciplinary policies shall apply.

NOTE: The athlete/extracurricular participant will not have a right to a hearing since athletics and extracurricular activities are not an integral part of the school and Claiborne Parish School Board curriculum.

Ref: La. Rev. Stat. Ann. ''17:81, 40:961, 49:1111 et seq.; Veronia School District 47J vs. Action, 115 S.Ct. 2386 (1995); *Official Handbook*, Louisiana High School Athletic Association.

CONCUSSIONS

Prior to beginning of each athletic season, the School Board shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury. Each youth athlete and his or her parents or legal guardian shall be required to sign a concussion and head injury information sheet which provides adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have suffered a concussion or head injury to return to play.

Each coach, whether such coach is employed or a volunteer, and every official of a youth athletic activity that involves interscholastic play shall be required to complete an annual concussion recognition education course which is in accordance with the statutes.

Removal From And Return To Play

A coach who is required to complete concussion recognition education shall immediately remove any youth athlete from a game, competition, or practice if any of the following occurs:

1. The youth athlete reports any defined sign or symptom of a concussion and is reasonably suspected of having sustained a concussion.

2. The coach, athletic trainer, or official determines that the youth athlete exhibits any defined sign or symptom of a concussion and he/she reasonably suspects that the youth athlete has sustained a concussion.

3. The coach or official is notified that the youth athlete has reported or exhibited any defined sign or symptom of a concussion and is reasonably suspected of sustaining a concussion by any of the following persons:

    A. A licensed, registered, or certified medical health care provider operating within their respective scope of practice. The medical health care provider performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.

    B. Any other licensed, registered, or certified individual whose scope of practice includes the recognition of concussion symptoms. The individual performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.

If a youth athlete is removed from play and the signs and symptoms cannot be readily

explained by a condition other than concussion, the coach shall notify the athlete's parent or legal guardian and shall not permit the youth athlete to return to play or participate in any supervised team activities involving physical exertion, including games, competitions, or practices, until the youth athlete is evaluated by a health care provider and receives *written clearance* from the health care provider for a full or graduated return to play.

After a youth athlete who has sustained a concussion or head injury has been evaluated and received clearance for a graduated return to play from a health care provider, an organization or association of which a school or school district is a member, a public school, or an athletic league may allow a licensed athletic trainer with specific knowledge of the athlete's condition to manage the athlete's graduated return to play.

Adopted: September 8, 2011
Revised: August 7, 2014

Ref: La. Rev. Stat. Ann. §§40:1299.181, 40:1299.182, 401299.183, 40:1299.184, 40:1299.185, 40:1299.186; Board minutes, 9-8-11, 8-7-14.

ADULT EDUCATION

Students must be 18 years of age or older to enroll in an Adult Education program. However, the parent, tutor, or other person responsible for the school attendance of a child who is under the age of eighteen (18) and who is enrolled in school beyond his/her sixteenth (16^{th}) birthday may request a waiver from the Superintendent for the child to exit school to enroll and attend an adult education program approved by the Louisiana Community and Technical College System (LCTCS).

In the case of a child with no parent, tutor, or other person responsible for his/her school attendance, the Superintendent may act on behalf of the student in making such a request if one or more of the following hardships exist and if the following appropriate documentation is on file at the Claiborne Parish School Board office:

1. pregnant or actively parenting;
2. incarcerated or adjudicated;
3. institutionalized or living in a residential facility;
4. chronic physical or mental illness;
5. family and/or economic hardship.

Family and/or economic hardship is defined as a student who acts as a caregiver or who must work to support the family due to a parent's death or illness, or needs to be removed from an existing home environment.

The Superintendent or his/her designee may approve the request without requesting action from BESE. If the request to exit school to enroll in a LCTCS-approved Adult Education program is denied by the Superintendent, a student may request the waiver from the Louisiana Department of Education for approval by BESE with documentation of reason for denial at the local level.

Revised: June 6, 2013

Ref: 29 USC 2801 et seq. (*Workforce Investment Systems)*; La. Rev. Stat. Ann. §§17:14, 17:221; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Adult Education/GED Policies*, Louisiana Community and Technical College System; Board minutes, 6-6-13.

CLASS SIZE

The Claiborne Parish School Board is aware that class size may have bearing on effective teaching. Therefore, the Board directs the Superintendent and/or his/her designee to work with principals in establishing a reasonable and equitable class enrollment for each teacher.

Louisiana law requires the systemwide pupil-classroom-teacher ratio in grades kindergarten through third grade to be no greater than twenty (20) students. The maximum enrollment in a class or section in grades K-3 shall be 26 students and in grades 4-12, 33 students except in certain activity types of classes in which the teaching approach and the materials and equipment are appropriate for large groups. No teachers at the secondary level shall instruct more than 750 student hours per week, except those who teach the above classes.

The School Board may request from the State Superintendent of Education a limited waiver from complying with the systemwide 20-1 student-teacher ratio, provided the teacher has demonstrated effectiveness pursuant to the state evaluation program.

Revised: January 10, 2013

Ref: La. Rev. Stat. Ann. ''17:151, 17:174; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes,

1-10-13.

SCHEDULING FOR INSTRUCTION

The Claiborne Parish School Board directs that scheduling of classes will be conducted so as to enhance instructional programs on all levels. The minimum length of the school day shall comply with daily instructional time requirements found in state law and regulations of the Board of Elementary and Secondary Education (BESE). Directives regarding the beginning and ending times for the school day shall be a part of the school calendar approved by the Board and sent to schools each year.

Middle and high schools shall operate and conduct a sufficient number of classes per school day that will allow for the earning of Carnegie units as outlined in state regulations.

Each principal will develop and file with the Superintendent and/or his/her designee a master schedule for the school year. The master schedule shall include, but not be limited to, the following:

1. Instructional, homeroom, lunch and activity periods.

2. The beginning and ending time of each period and of the school day.

3. The work assignment and pupil load of each teacher.

4. A room schedule showing how each room is used each period during the day.

Any changes by principals from established scheduling requirements shall require approval of the Superintendent or his/her designee.

Ref: La. Rev. Stat. Ann. ''17:151, 17:174; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

INSTRUCTIONAL MATERIALS

The Claiborne Parish School Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media shall be determined by the objectives of the course and the experiences and activities to be provided to meet such objectives. Instructional personnel shall keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Instructional personnel shall also assist the administration in the selection and purchase of such materials and equipment for the school.

The School Board believes that appropriate personnel and materials must be available for each student. It shall be the policy of the School Board that available system resources be allocated in a manner to ensure equivalence among schools of a similar type and enrollment in: (1) teachers, administrators and auxiliary personnel; and (2) curriculum materials and instructional supplies.

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS

A parent of a child attending a public elementary or secondary school shall be entitled to access to instructional materials as provided by law. A parent shall be entitled to:

1. Review instructional materials used by or administered to the parent's child.

2. Review any survey before the survey is administered or distributed by a school to a student.

The Superintendent and/or his/her designee shall develop and maintain pertinent administrative regulations and procedures governing parental access to instructional materials. At a minimum, such regulations and procedures shall specify reasonable hours for in-person review, and that access to instructional materials, including online access, shall be provided upon request of the parent. If a parent requests a paper copy of material that can be readily copied using school equipment, such copy shall be provided. The rules shall establish reasonable and customary fees to be collected by the school to cover the cost of providing such copies.

No fee shall be charged to a parent for in-person viewing of their child's instructional materials if the parent does not request that copies are made of those materials.

No fee shall be imposed when a parent accesses instructional materials online.

No other provision of law or School Board policy shall prohibit or interfere with the parent making his/her own copies on school premises using any mobile or other device capable of making copies.

For the purpose of this policy:

Instructional materials means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning process.

Parent means the parent or legal guardian of a child.

Survey means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment or by itself.

PROCEDURE FOR HANDLING CRITICISM OF MATERIAL

Criticism of specific materials should be handled by the principal whenever possible. If the criticism cannot be resolved by the principal to the satisfaction of the complainant, then the following procedures shall be followed.

1. The criticism shall be presented in writing and directed to the principal and shall include specific information as to author, title, publisher, and the reason for the criticism, giving specific examples of objectionable aspects or sections of the book.

2. The statement must be signed and identified so that a reply may be given.

3. The material shall be reviewed in the light of the objections by a committee appointed by the Superintendent or his/her designee.

4. The report of the special committee shall be forwarded to the Superintendent for action as rapidly as possible. The Superintendent may choose to refer the problem to the Claiborne Parish School Board.

5. The decision of the Superintendent and/or the Claiborne Parish School Board shall be sent in writing to the complainant. Copies of the decision shall also be sent to all staff personnel affected by the decision.

Revised: November 6, 2014
Revised: February 11, 2016
Revised: September 11, 2025

Ref: Constitution of Louisiana, Art. VII, §13; La. Rev. Stat. Ann. §§17:81, 17:355; Board minutes, 11-6-14, 2-11-16, 9-11-25.

TEXTBOOK SELECTION AND ADOPTION

The Claiborne Parish School Board shall authorize the Superintendent to develop and maintain an appropriate process for evaluating and recommending to the School Board for adoption all textbooks and other instructional materials that support the needs of students. Textbooks and other materials may be selected from a list provided by the Louisiana Department of Education, or the School Board may select textbooks or materials not on the list, provided those textbooks or materials have been reviewed by committee(s) appointed by the Superintendent, composed of classroom teachers or other educators who are employed in Louisiana public schools, parents of Louisiana public school students, and other persons in Louisiana who have an interest or knowledge of the curriculum or subject matter under consideration. The School Board shall provide an opportunity for parents and patrons to review and provide input on textbooks and materials under consideration prior to adoption by the School Board.

Revised: February 11, 2016

Ref: La. Rev. Stat. Ann. §17:351.1; Board minutes, 2-11-16.

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The Claiborne Parish School Board encourages teachers to discuss their instructional supply needs with their librarian, principal, or principal's designee. The principal and teachers will determine an appropriate list of supplemental material based on quality, reputation and significance of author, readability and appeal, format and price.

SELECTION AND USE OF AUDIO/VISUAL MATERIALS

The primary objective in using audio/visual materials is to implement, enrich, and support the instructional program of the school. All such material should be shown with a purpose and relate specifically to stated goals and objectives of a given lesson.

The School Board recognizes that the teachers have the primary responsibility for the selection and use of audio/visual materials in the classroom. In exercising responsible judgment and selecting appropriate materials for use from among the array of such materials available, teachers should assure that the materials appropriately implement or enrich the course of study and relate to the stated objectives of the lesson and that the content appropriate to the age level of the students.

All audio-visual material shall be previewed by the teacher before use with students. This includes any audio-visual material brought in from outside sources (or presenters) for presentation to students. Use of any audio-visual materials shall be documented in lesson plans, including title and type of audio-visual, and must directly relate to objectives of the lesson.

No member of any school staff shall use the VCR and/or TV for his/her own recreation during the school day. Use of the VCR and/or the TV shall be limited to classrooms, libraries, and auditoriums (or large meeting areas) and only in compliance with this policy.

The implementation of this policy shall be monitored by the school administrator. Violation of this policy may result in disciplinary action against the employee including up to termination.

Ref: *Standards and Guidelines for Library Media Programs in Louisiana Schools*, Bulletin 1134, Louisiana Department of Education.

STUDENT COMPUTER ACCESS AND USE

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Claiborne Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Claiborne Parish School Board.

The School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.

- Visual examples of possible threats.

- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy *EBBB, School and Student Safety.*

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

In its continued efforts to comply with the *Children's Internet Protection Act*, the School Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the School Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Board shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging;"
- Prohibit unauthorized access, including what is now known as Ahacking@ and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institutes measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that Internet users are aware of the responsibilities they are about to assume. Responsibilities include efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware, and Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

The student and parent or guardians shall sign an *Acceptable Use of Computers and Internet Agreement*, which shall be required before any student will be allowed to use school system computers. The student and parent/guardians signatures shall be **legally binding** on all parties and shall indicate they have read the terms and conditions carefully and understand their significance.

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1. *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited. Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.

2. *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, staff, or District Technology Committee.

3. *Netiquette* - Users shall be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

   - Users shall be polite and use appropriate language. Sending abusive messages to others is prohibited.

   - Revealing personal addresses or phone numbers of students or colleagues is prohibited.

   - Note that Electronic Mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities. All users should be aware that routine monitoring of the system may lead to discovery that the user has or is violating the *Acceptable Use Agreement*, Board policies, school district regulations, provisions of the *Student Handbook* and/or the law. Routine maintenance of the system may also purge files from individual accounts.

   - Use of computers, computer network, and related equipment or resources in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass e-mail messages, or annoying other users using the talk or write functions). This shall include any personal portable devices capable of accessing the Board's network or the Internet. Hardware or software shall not be destroyed, modified, or abused in any way.

   - Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system shall be prohibited.

   - Hate mail, harassment, discriminatory remarks and other antisocial behaviors shall be prohibited on the network.

   - The illegal installation of copyrighted software for use on district computers shall be prohibited.

   - Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network (LAN) shall be prohibited.

4. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the building technology coordinator or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or

having a history of problems with other computer systems shall be denied access to the Internet.

5. *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the building technology coordinator, who must scan for appropriateness and viruses.

6. *Consequences of Misuse* - School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or language or pictures or violates the *Code of Conduct* for computer use, or any rules contained in the *Acceptable Use Agreement.*

7. *Bypassing Filters or Security Systems* – Attempts to remove, modify, or bypass software and configurations installed to prevent access to pornographic material or other objectionable materials shall be prohibited. Such violations shall result in cancellation of computer use privileges and appropriate disciplinary action.

8. *Monitoring* – School Board employees shall be responsible for monitoring and reviewing student Internet and/or computer-related activities, including e-mail, routing of information, or visiting sites, etc., using the system's network or any of its technology resources. Other monitoring activities to limit student access to inappropriate Internet sites shall be employed by the School Board.

ACCOUNTABILITY

Student use of Claiborne Parish School's computers or the Claiborne Parish Computer System (SCS) shall be reserved for academic purposes ***only***. All students using a school computer or a computer network located on school property, or computers accessing the Internet shall be held accountable for its use. This includes but is not limited to:

1. Unauthorized use resulting in expenses to the school;
2. Equipment damage;
3. Use of unauthorized software;
4. Privacy and copyrights;
5. Tampering;
6. Accessing obscene and objectionable materials;
7. Sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language; and
8. Any action that is deemed inappropriate by the supervisory personnel. Student or class files on the network are analogous to school lockers, that

is, these accounts shall be treated as district property subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords shall be assigned by the teacher if and/or when it is needed. The teacher shall keep a record of these accounts in case an inspection is warranted. Use of the Internet and/or the SCS is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet and SCS by any authorized user. No student shall be allowed to use the Internet and/or the SCS unless a signed consent form is on file.

UNAUTHORIZED AND ILLEGAL USE

Students shall be under the supervision of a teacher, monitor, principal, librarian, or supervisor while using the School Computer System (SCS) or any school computer. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users is prohibited. Any use by any person of the SCS that incurs expenses to the school other than the monthly user fees and rates is strictly prohibited. Furthermore, the computer system shall not be used for commercial, political, or religious purposes.

Use of the network for illegal activities is prohibited. Illegal activities may include actions such as:

1. Tampering with computer hardware or software;
2. Unauthorized entry into computers and files;
3. Knowledge vandalism or destruction of equipment; or
4. Deletion of computer files. Such activity is considered a crime under state and federal law.

PRIVACY AND COPYRIGHTS

All students must adhere to the Copyright Law of the United States and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent is prohibited, as this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the School Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in subsequent communications, so long as proper attribution is given. The School Board directs that:

1. Unlawful copies of copyrighted material may not be produced on Board owned equipment or within Board owned facilities.

2. Unlawful copies of copyrighted materials may not be used on Board owned equipment, within Board owned facilities, or at Board sponsored functions.

3. Information about copyright law and guidelines shall be made available to all employees.

INSTALLING PRANK SOFTWARE

Users shall avoid knowingly or the inadvertently spreading of computer viruses. *Computer viruses* are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, users shall not import files or programs from home or from unknown or disreputable sources. If a user does obtain software or files from remote sources, proper procedures shall be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or any spreading of computer viruses shall be considered criminal activity under state and federal law. No software shall be loaded without the permission of the administration.

OBJECTIONAL MATERIALS

Profanity or obscenity shall not be tolerated on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech shall be avoided. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If a user becomes a victim of a “flame”, a harsh, critical, or abusive statement, the user shall bring the incident to the attention of a teacher or a system administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene materials shall not be allowed.

The SCS is to be used for academic purposes ***only***. Conduct that is in conflict with the responsibilities outlined in this document shall be subject to loss of network privileges.

USE OF THE INTERNET

Acceptable use of the Internet, school computers and other electronic resources shall be consistent with philosophy, goals, and objectives of the Claiborne Parish School Board. Any person using the Internet, computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner and must have a consent form on file. The Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

Regulations

Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Appropriate language and manners, which demonstrate honesty, ethics, and respect for others, shall be required.

2. Individual students shall not be permitted to have E-mail accounts. Only classes as a whole may be permitted to have an E-mail account. Only appropriate teacher or class messages shall be allowed.

3. No photographs, personal addresses, personal phone numbers, or last names shall be permitted on the Internet.

4. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.

5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.

6. Threatening, profane, harassing, or abusive language shall be forbidden.

7. Use of the network for any illegal activities is prohibited. Illegal activities include:

   A. tampering with computer hardware or software;
   B. unauthorized entry into computers and files;
   C. knowledgeable vandalism or destruction of equipment; and
   D. deletion of computer files. Such activity is considered a crime under state and federal law.

8. No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third-party software shall be installed without the consent of the assigned administrator.

9. Resources offered by the Internet and paid for by the Board may not be willfully wasted.

10. A student may not attempt to access any Internet resource without the prior consent of the teacher.

11. Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.

12. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.

13. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his/her designee prior to any such usage.

Use of the Internet is a privilege, and any inappropriate use shall result in appropriate disciplinary action and loss of privileges to use the Internet. Disciplinary action may include but is not limited to loss of computer use, monetary reimbursement, suspension, detention, or in-school suspension room assignment. This shall apply to all students.

No student shall be permitted to use the Internet unless a completed consent form signed by parents, the teacher, and the student is on file and current for the year.

Revised: May 10, 2012
Revised: January 10, 2013
Revised: September, 2018
Revised: September 11, 2025

Ref: 47 USC 254(h), (*Children's Internet Protection Act* (CIPA)); La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:410; Board minutes, 5-10-12, 1-10-13, 9-11-25.

FIELD TRIPS AND EXCURSIONS

The Claiborne Parish School Board recognizes that educational field trips and excursions for instructional purposes help provide desirable learning experiences. The Superintendent has the responsibility for the development of administrative criteria governing field trips and excursions. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in competition or a contest that requires use of school time.

Teachers planning on conducting out-of-parish field trips or learning experiences shall submit, through the principal, an application in writing to the Superintendent or his/her designee for approval. Before any trip or excursion is taken, written parental permission shall be secured for every pupil planning to take the trip. Students who have not submitted signed parental permission forms shall not be allowed to make the trip.

Before approval of any field trip is given, it shall be determined whether the trip is covered by the Board's liability insurance. No travel shall be authorized where coverage cannot be secured prior to the trip commencing. Except in extreme cases as approved by the Superintendent, private vehicles shall not be used for transporting children on field trips. Only buses, owned by or contracted to the school district, and driven by certified drivers shall be permitted to transport students, except as noted above.

The School Board does not endorse the use of private vehicles to transport students to and/or from interscholastic activities. However, it recognizes the need for additional transportation at certain times; and the use of private vehicles may be utilized for the transportation of students to interscholastic activities, subject to the approval of the Superintendent, provided that (1) students being thus transported provide the school with liability release forms signed by the students' parents/guardians; (2) all such vehicles are driven by properly licensed adults; and (3) the name of the driver, a copy of the driver's license, and proof of insurance coverage are provided the Superintendent or his/her designee prior to the use of the private vehicle.

STUDENT EXCURSIONS

Whenever any student trip or excursion utilizes the services of a travel agent or booking agent to provide or arrange for transportation or lodging, the School Board shall require the travel agent or booking agent to provide proof of adequate insurance and present to the Board a surety bond sufficient to insure recovery of all monetary advances as a result of nonperformance.

The amount of the bond shall be at least equal to any payments made to the travel agent agency or booking agent prior to the date of travel. In addition, any bond issued

shall be from a surety company licensed to do business in Louisiana and approved by the Board. A certified check from the travel agency covering the full amount of advanced payment may be accepted by the Board, but only when a bond is not available.

Additional regulations governing field trips or excursions for students that involve travel or lodging may be maintained by the Superintendent and staff.

The principal of a junior high, middle school, or high school shall be prohibited from approving any field trip or extracurricular activity promoted by any individual, organization, or entity which plans, promotes, or organizes travel arrangements, unless the trip or activity is in accordance with all Board and staff established criteria, and is covered by proper insurance and an acceptable surety bond.

GUIDELINES

1. Any field trips or activities of pupils during or out-side of school hours sponsored by the school and involving pupil, and/or teaching- personnel, are considered *school sponsored trips.*

2. A *field trip* is defined as any departure from the school whereby students, teachers, aides, principals and/or any other school personnel are involved.

3. The principal must have on file prior to the date of departure, a detailed travel plan. This should include the following information:

    A. Student's name

    B. Student's home address

    C. Student's home phone number

    D. A list of all participating students' chaperones

    E. A travel itinerary including dates and time of departure location of stops and meals, and the total cost of the trip for each participant.

4. If the field trip is planned under the auspices of an outside agency, the principal should check carefully the credibility of the organization, its financial standing and performance record.

5. The principal or teacher in charge should make every effort to include everyone in the class or student organization on the trip, however, a field trip sponsored by an individual school is limited to the students who are currently registered in that class and/or grade unless it is a joint activity in which students from other schools

will participate.

6. No student may attend a field trip unless a parental permission slip is signed by the parent and on file in the principal's office prior to the trip. No student will be made to attend a field trip. If there are students within a class and/or group who will not be taking the field trip, the principal and teacher should make provisions for educational instruction for those students for that day. Educational instruction must be provided.

7. Elementary students should be provided with secure name tags listing student's names and emergency telephone numbers.

8. Careful supervision of students, including accounting for students immediately following each activity should be closely monitored and adhered to.

9. No field trips shall be taken prior to the completion of the first month of school. No field trips will be taken the last week of school.

10. All field trips should be planned in conjunction with a unit of study as a means of concluding the unit with a field trip.

STUDENT ORGANIZATIONS

The School Board may provide monetary assistance to students of student organizations in order for those students to attend state, regional, and/or national conferences or other functions. Such assistance shall be contingent upon Board approval after submission of a formal request, containing pertinent information about the function. Students attending such functions shall at all times be subject to conduct rules of the School Board.

The provision of assistance in whatever form approved shall not subject the School Board to any liability, nor shall the Board be responsible for any and all damages of every nature whatsoever resulting from the student's attendance at the function, including on the way to and home from the function.

All students, the student's parents/legal guardians, the organization they are representing, or any representative or agent of the student or organization shall waive any and all rights of recovery from the School Board, its members, and the school district for any injuries or damages resulting from the student's excursion to and attendance at the function.

Ref: La. Rev. Stat. Ann. §§17:81, 17:176.1; Board minutes, 4-12-07.

SCHOOL VOLUNTEERS

The Claiborne Parish School Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the Board welcomes volunteers and endorses a *Volunteer Program* in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools.

Appropriate effort shall be made to incorporate the use of school volunteers into all schools as well as any or all other programs or activities of the school district.

The Board's *Volunteer Program* shall meet certain requirements, including but not limited to the following:

1. Every volunteer permitted to assist personnel in any school related program shall sign a volunteer behavior agreement stating that he/she understands and will abide by all policies, regulations, and procedures of the School Board.

2. The agreement shall include a statement that the volunteer shall not abuse any child or student by physical or emotional means or commit any criminal act involving a minor student.

3. Every volunteer shall agree to undergo, and may undergo an extensive criminal background check as required by statute.

4. Every volunteer shall agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program.

Ref: La. Rev. Stat. Ann. ''15:587, 15:587.1, 17:15, 17:81.

PARENTAL INVOLVEMENT IN EDUCATION

The Claiborne Parish School Board recognizes that parental involvement must be a priority of the District for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of *parental involvement* shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in the Claiborne Parish, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

It is the policy of the Claiborne Parish School Board to:

A. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of programs, including the school's Family Involvement provisions, and the joint development of the School Improvement Plan.

B. Have an annual meeting in August or September to inform parents of the requirements in the school program, setting Parental Involvement goals and activities, providing information on the process of school review and improvement, providing parents with a Student/Parent Handbook, and informing parents of their right to be involved.

C. Provide a school-parent-student compact that outlines how parents, staff, and students share the responsibility for improved student achievement. The school and parents will build and develop a partnership to help achieve the state's high standards.

   Such compacts shall:

   1. Describe the school's responsibility to provide:

a. High quality curriculum;

b. Instruction in a supportive and effective learning environment; and

c. The state's student performance standards

2. Describe the parents' responsibility to support their child's learning by:

a. Monitoring attendance, homework, and television;

b. Volunteering in the child's classroom; and

c. Participating in decisions relating to the education of their child and positive use of extracurricular time.

3. Address the importance of communication between teachers and parents on an ongoing basis through:

a. Parent-Teacher conferences in schools, at least annually, during which the compact shall be discussed, as it relates to the child's achievement;

b. Frequent reports to the parents of their child's progress; and

c. Reasonable access to staff, opportunities to volunteer, and participate in their child's class, and observation of classroom activities.

D. Assist parents in understanding the *No Child Left Behind Act*, state student performance standards, state and local assessments, how to monitor a child's progress, and work with educators to improve the performance of their child, as well as, information on how parents can participate relating to the education of their child by organizing and presenting workshops for parents.

E. Provide continuous communication to assist parents in understanding the school curriculum and student achievement through newsletters, report cards, parent-pupil handbook, handouts, mailings, student achievement reports, phone calls, home-visits, and conferences. Newsletters will include parenting tips and suggestions. All invitations shall be sent in a timely manner with an additional follow-up reminder.

F. Provide materials and training to help parents work with their child to improve their child's achievement.

G. Develop appropriate roles for community-based organizations and businesses to form a partnership with parents and schools to promote student achievement and

family involvement activities.

H. Involve parents in an organized, ongoing process for the purpose of planning, reviewing, and improving school programs by offering a flexible number of meetings at least three (3) times per year.

I. Ensure to the extent possible, that information related to school and parent programs, meetings, and other activities is sent to the homes of participating children in the language used in such homes.

J. Conduct an annual survey for parents to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents.

K. Inform parents when a child is taught for four (4) or more consecutive weeks by a teacher who is not "highly qualified;" inform parents about supplemental services, and inform parents about school choice (when applicable).

Statement of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*, in accordance with state law. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Claiborne Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in Claiborne Parish public schools.

Ref: 20 USC 6312 (*Strengthening and Improvement of Elementary and Secondary Schools*), 20 USC 6319 (*Improving the Academic Achievement of the Disadvantaged*); La. Rev. Stat. Ann. §17:235.2.

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The Claiborne Parish School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights.

At least annually at the beginning of each school year, parents of each child enrolled in the public schools of Claiborne Parish shall be notified of:

- Their right to view any instructional material used in the curriculum for the student

- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights* of the *No Child Left Behind Act of 2001* (NCLB)

- The collection or use of any personal information for the purpose of marketing the information (except for the development of educational products or services) and their right to opt their child out of participation

- The administration of any non-emergency, invasive physical examination or screening otherwise not permitted or required by state law, including those without parental notification, and their right to opt their child out of participation

- Their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA), including the right to refuse to allow the District to designate any or all of the types of information about their child as directory information thus prohibiting its release to the public

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Claiborne Parish School Board to notify parents:

- Annually, of their right to request from the school district information regarding the professional qualifications of the student's classroom teachers, including the following:

  - Whether their child's teacher has met state licensing criteria for the grade level and subject taught

  - Whether their child's teacher is teaching under emergency or

provisional status whereby state licensing criteria have been waived

- The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline

- Qualifications of any paraprofessional providing services to their child

- Annually, of the availability of services for students in schools failing to make *Adequate Yearly Progress* (AYP)

- Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not *highly qualified* as defined by the NCLB

- The achievement level of their child on each of the state academic assessments

- The identification of their child's school as needing improvement, corrective action, or restructuring

- Contents of programs such as safe and drug-free schools funded by federal funds

The School Board shall also follow NCLB guidelines regarding rights of parents of homeless students and children identified as *Limited English Proficiency*.

Ref: 20 USC 1221 et seq. (*General Education Provisions Act*); 20 USC 1232 (g-i) (*Family Educational Rights and Privacy Act)*.

ACADEMIC ACHIEVEMENT

EARNING OF CREDIT

The Claiborne Parish School Board recognizes that an effective educational program is one that provides varied opportunities for students to meet their respective needs and interests in pursuit of accumulating credit for their eventual graduation from high school. Each school's instructional program shall be characterized by well-defined instructional objectives and systematic planning which reflects the Louisiana Board of Elementary and Secondary Education approved statewide course content standards. Assessment of student performance shall be conducted in each course of instructional level, and mastery of concepts and skills shall be verified.

Students may earn Carnegie credit as middle or high school students in two (2) ways:

1. By passing a course in which the student is enrolled and meeting instructional time requirements, as set forth below; or

2. By demonstrating proficiency as set forth below.

When awarding credit based on instructional time, the School Board shall provide a minimum of 7,965 instructional minutes, and students shall be in attendance for a minimum of 7,715 minutes, to earn one (1) Carnegie credit. In order to grant one-half (½) Carnegie credit, the School Board shall provide a minimum of 3,983 minutes and students shall be in attendance for a minimum of 3,758 minutes.

When awarding Carnegie credit based on demonstrated proficiency for any student or group of students, the School Board shall provide the Louisiana Department of Education with the following information:

1. the name of the examination used to measure proficiency, if nationally recognized, or

2. a copy of the examination used to measure proficiency, if locally developed or not nationally recognized and the score required to demonstrate proficiency; or

3. a listing of requirements to demonstrate proficiency through portfolio submissions.

Proficiency in a course with a state administered *End of Course* exam must be demonstrated using the *End of Course* exam. The Louisiana Department of Education may require revisions of assessments in order to ensure that they adequately measure proficiency.

Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, and the unit of credit earned entered on their transcript.

New policy: June 6, 2013
Revised: February 11, 2016

Ref: La. Rev. Stat. Ann. §§17:10.1, 17:24.4, 17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 6-6-13, 2-11-16.

GRADING SYSTEMS

The Claiborne Parish School Board directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background, and other characteristics of the student. Grading shall be based on achievement as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill in the requirements of the course, and the ability of the pupil as it relates to the pupil's demonstrated effort.

Grades shall be determined and reported in accordance with procedures outlined in the *Claiborne Parish Pupil Progression Plan.* Grading and reporting shall serve to show those concerned how a pupil is doing in his/her work. Grades shall not be used with the intent of rewarding or punishing a pupil, including the deducting of points from a student's grades as a means of discipline.

GRADE ALTERATION

No School Board member, Superintendent, or school employee, including administrative and supervisory personnel, shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his/her teacher. However, a teacher's determination of a student's grade may be changed or altered when the building level administrator has determined that the grade is in error, or that the grade is demonstrably inconsistent with the teacher's grading policy. Upon a complaint made by a student, parent/guardian, or child advocate, the building level administrator shall review the complaint with the teacher issuing the grade and make a judicious determination of the validity of the grade. The teacher, parent/guardian, or child advocate may appeal the decision of the school building level administrator to the Superintendent or his/her designee. Further appeal may be made to the School Board.

Ref: La. Rev. Stat. Ann. ''17:24.4, 17:81, 17:414.2; *Guidelines for Pupil Progression*,

Bulletin 1566, Louisiana Department of Education.

REPORT CARDS

It is the policy of the Claiborne Parish School Board that reports concerning student progress shall be made to the parent or legal guardian or custodian of all students on a regularly scheduled basis. Individual schools shall make additional reports to the parent or legal guardian of a student when, in the opinion of the principal and professional staff members, the situation warrants such reports. Such situations may include, but are not limited to, outstanding academic achievement, outstanding citizenship, poor academic performance and continuing inappropriate behavior.

Report cards shall be sent to the student's parent or legal guardian or custodian for his/her signature. Once signed, the report cards shall be returned to the homeroom teacher.

PROGRESS REPORTS

Progress reports may be sent home for the parent's signature at frequent intervals during each grading period to keep parents informed of their child's academic progress. The progress reports shall indicate when the teachers may be available for conferences.

PARENT CONFERENCES

The Claiborne Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

ACADEMIC CONFERENCES

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or legal guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or legal guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or legal guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations regarding the failure of the parent or legal guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/ legal guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/ legal guardian shall be informed of such and offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement.

DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/ principal/school counselor under the following circumstances:

1. When a student is removed from a classroom by the teacher, the teacher may require that the parent, or legal guardian of the student have a conference with the teacher or the principal or his/her designee.

2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the student's parent or legal guardian may be required prior to the student being readmitted to the classroom. Such conference may be in person or by telephone or other virtual means. If such conferences is required by the school, the school shall give written notice to the parent.

3. In any case where a teacher, principal, or other school employee requires the parent or legal guardian of a student under eighteen (18) to attend a conference or meeting regarding the student's behavior, and, after notice, the parent or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.

4. In each case of out-of-school suspension, assignment to alternative placement, or expulsion of a student, a conference shall be scheduled with the student's parent or legal guardian and the principal or his/her designee, as a requirement for readmitting the student to school. Contact/notification of the conference may be by telephone, electronic communication, but in the case of expulsion, shall include a certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact with the parent. If the parent or legal guardian fails to attend the required conference within five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective.

   On not more than one occasion each school year when the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, legal guardian, court, or other appointed representative responds.

5. When a student is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, student, and the school counselor if a counselor is assigned or available to that school. If no school counselor is assigned at that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

6. On or before a student's *third* unexcused absence or unexcused occurrence of being tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is

determined to be habitually absent or habitually tardy. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: January 10, 2013
Revised: February 7, 2019
Revised: January 11, 2024

Ref: La. Rev. Stat. Ann. ''17:233, 17:406.7, 17:406.9, 17:416; La. Children's Code, Art. 730, 731; Board minutes, 11-6-08, 1-10-13, 2-7-19, 1-11-24.

CLASS RANKING AND HONOR GRADUATES

The Claiborne Parish School Board, in order for class rankings to be determined on a uniform and consistent basis throughout the schools of Claiborne Parish, shall require each school to determine the student rank of each graduating class by dividing the total number of quality points earned by each student by the total number of high school credits completed to determine grade point average. Quality points shall be determined based on final grades. Foreign exchange students and other non-residents shall not be counted as members of the graduating class for the purpose of class rankings.

Beginning with students graduating in the 2018-2019 school year and thereafter, the calculation of the minimum cumulative grade point average shall utilize a five-point scale for grades earned in certain Advanced Placement courses, International Baccalaureate courses, gifted and talented courses, honors courses, articulated courses for college credit, and dual enrollment courses as approved by the Louisiana Board of Regents and the Louisiana Board of Elementary and Secondary Education (BESE), which may result in a student earning a cumulative grade point average that exceeds 4.00. For such courses, five quality points shall be assigned to a letter grade of "A", four quality points shall be assigned to a letter grade of "B", three quality points shall be assigned to a letter grade of "c·, two quality points shall be assigned to a letter grade of "D", and zero quality points shall be assigned to a letter grade of "F".

VALEDICTORIAN AND SALUTATORIAN (HONOR GRADUATES)

It is the philosophy of the Claiborne Parish School Board that the honors of valedictorian and salutatorian may be awarded to students whose cumulative grade point averages reflect the quality of instruction in the entire school district and who exemplify the highest scholastic achievement in the school from which they graduate. The students with the highest and second highest cumulative grade point average, after all grades have been officially reported by teachers, shall be selected valedictorian and salutatorian respectively.

Residency Requirement

To be eligible for the honor of valedictorian and salutatorian, students shall have been in residence for at least the last four (4) semesters in the high school from which they are to graduate.

RANKING OF STUDENTS

The ranking for all students, regardless of graduating date, shall be determined by the cumulative grade point average computed using all Carnegie units earned and/or pursued. The quality point average shall be calculated in accordance with the procedures and formula outlined in the Pupil Progression Plan for Claiborne Parish

School System. The final average to determine the rank of each student shall be computed to four (4) decimal places.

Revised: June 5, 2014
Revised: August 9, 2018

Ref: La. Rev. Stat. Ann. ''17:81; Bulletin 741, *Louisiana Handbook for School Administrators*, Louisiana Department of Education; Board minutes, 6-5-14, 8-9-18.

HONOR ROLL

The Claiborne Parish School Board believes that students should be recognized for academic achievement. The School Board stipulates that to be eligible for the Honor Roll, students must have at least a 3.0 grade average or above, with no grade lower than a C.

PROMOTION AND RETENTION

The Claiborne Parish School Board shall require pupil promotion and retention in the district schools to be based upon an evaluation of each pupil's achievement in terms of appropriate instructional goals. Minimum district-wide standards for promotion and retention are established in the *Claiborne Parish Pupil Progression Plan* and shall govern the placement of students. Pupils meeting the minimum standards and other criteria established in this plan shall be eligible for promotion and/or credit. Regulations set by the Board and the Louisiana Board of Elementary and Secondary Education (BESE) shall also be met in order to receive credit.

Pupil retention shall be used as one procedure to provide pupils with additional time to master the skills required for success in the next higher grade. These students shall be assigned in accordance with procedures set forth in the *Pupil Progression Plan*, to one of several available compensatory and/or remedial programs within the regular school or summer program. These programs shall emphasize basic skill instruction for those pupils who have not met applicable promotional standards. Upon completion of such programs, pupils shall be reassessed to ensure that promotional standards have been met.

Ref: La. Rev. Stat. Ann. §17:24.4.

GRADUATION REQUIREMENTS

The Claiborne Parish School Board, in accordance with the regulations set forth by the Louisiana Board of Elementary and Secondary Education (BESE), shall require students, in order to be eligible for graduation, to successfully complete at a minimum the requirements mandated by BESE and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741. The School Board may impose additional requirements as it deems appropriate.

Revised: August 7, 2014

Ref: La. Rev. Stat. Ann. §17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 8-7-14.

AWARDS AND SCHOLARSHIPS

SELECTION OF PARISH STUDENTS OF THE YEAR

The Claiborne Parish School Board shall require all schools to follow the Louisiana Department of Education guidelines in the selection of the *Student of the Year* to represent their school at the parish level. These students are to complete the necessary portfolio to submit for the parish selection committees.

Three (3) parish committees shall be formed to select the *Student of the Year*. Each committee shall have three (3) members who are not directly involved with any one school in Claiborne Parish. At least one member should be a representative of the community, and not currently involved in the School Board affairs. Each committee shall be given the responsibility of judging the candidates for one grade level.

Student portfolios shall be scored using the *Regional/State Student of the Year* judging forms. Interviews shall be scheduled for each applicant. Each judge will score each candidate independently. After all candidates have been interviewed, the three (3) judges shall combine their scores for each student. The student with the highest overall score in each division shall represent the Claiborne Parish School Board at the regional level.

Criteria to be Used to Break a Tie

The committee can only choose one *Student of the Year* to represent the grade for which they are judging. If there is a tie for any group, the following procedures shall be followed:

Grade 5 *Student of the Year*

1. Points shall be awarded to the level each student attained in every subject administered on the LEAP in grade 4. The following points shall be awarded for attainment levels in English Language Arts, Math, Science, and Social Studies.

    a. Advanced - 4 points
    b. Mastery – 3 points
    c. Basic – 2 points
    d. Approaching Basic – 1 point
    e. Unsatisfactory – 0 points

    The student with the most LEAP points shall represent Claiborne Parish at regional competition.

2. If a tie remains, then semester grades for the first semester of 5th grade in the four (4) core subjects, (ELA, Math, Science, and Social Studies) shall be considered. The student with the highest grades shall represent Claiborne Parish.

3. If a tie still remains, the student's iLEAP scores shall be considered from 3rd grade. If the student was administered the iLEAP test, then the Composite NPR shall determine the winner. The student with the highest iLEAP points shall represent Claiborne Parish at the regional competition.

Grade 8 *Student of the Year*

1. Points shall be awarded to the level each student attained in every subject administered on the iLEAP in grade 7. As the iLEAP will be reported in the same performance levels as LEAP, the point system listed in the 5th grade shall be applied to these iLEAP scores. The student with the most iLEAP points shall represent Claiborne Parish at the regional competition.

2. If a tie remains, then semester grades for the first semester of grade 8 in the four (4) core subjects shall be considered. The student with the highest grades shall represent Claiborne Parish at the regional competition.

3. If a tie still remains, the student's iLEAP scores from grade 6 shall be used. If the student was administered the iLEAP test, then the composite NPR shall determine the winner. The student with the highest iLEAP points shall represent Claiborne Parish at the regional competition.

Grade 12 *Student of the Year*

1. The students with the highest ACT score shall be named Claiborne Parish *Student of the Year.*

2. If a tie remains, then points shall be awarded to each student's attainment level for the Graduation Exit Exam in English Language Arts, Math, Science, and Social Studies as is done in Grade 5. The student with the highest GEE points shall represent Claiborne Parish at the regional competition.

3. If a tie still remains, then semester grades from 9, 10, 11, and 12 shall be considered. The student with the highest grades shall represent Claiborne Parish at the regional competition.

Ref: Board minutes, 3-9-06.

CREDIT RECOVERY

The Claiborne Parish School Board shall conduct a credit recovery program designed to allow students an opportunity to earn high school credit for courses they have failed in the past. The program shall be intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

Credit recovery courses shall be aligned with Louisiana Board of Elementary and Secondary Education (BESE) approved statewide course content standards for required subjects. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a certified teacher. Additional instruction to cover standards and grade-level expectations not included in the software programs shall be provided by a teacher properly certified in the content area.

Students earning Carnegie credit in a credit recovery course must have previously taken and failed the course. Students shall not be required to meet minimum attendance requirements for credit recovery courses, provided students have met attendance requirements when they took the course previously or the students' combined attendance during the previous course and the credit recovery course meet the necessary attendance requirements.

New policy: June 6, 2013

Ref: La. Rev. Stat. Ann. §§17:24.4, 17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 6-6-13.

TESTING PROGRAM

The Claiborne Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests, answer documents, student log-in information, and supplementary secure materials shall be stored under lock and key in designated areas when not in use.

Employees shall be responsible for reporting irregularities or improprieties in the administration of standardized tests. Although procedures for reporting irregularities to district personnel are listed below, employees may report such information directly to the Louisiana Department of Education LDE, which shall investigate the allegations. No employee shall make a report of irregularities or improprieties in the administration of standardized tests knowing that the information included is false. No employee shall knowingly obstruct the procedures for receiving and investigating a report of irregularities or improprieties in the administration of standardized tests.

No public school administrator or member of a School Board shall retaliate against an employee who in good faith participates in an investigation of testing administration improprieties or irregularities. Retaliation shall include discharging, demoting, suspending, threatening, harassing, or discriminating of an employee who in good faith reports testing administration improprieties or irregularities.

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:

1. student test booklets;
2. student answer documents;
3. student log-in information; and
4. any other materials that contain test items or student responses.

Testing Irregularity—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.

CELLULAR TELEPHONES

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position while secure test materials are in the vicinity. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.

If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student's score shall be voided.

Violation of the no cell phone or electronic device rule may result in discipline in accordance with School Board policy.

VIOLATIONS OF TEST SECURITY

Any changes made by the Louisiana Board of Elementary and Secondary Education (BESE) and incorporated into Bulletin 118, *Statewide Assessment Standards and Practices*, Chapter 53, Test Security, will be considered as part of this policy and will be implemented by the School Board.

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 LDE and the School Board 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);

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;

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 without prior written permission from the LDE except for the purpose of providing accommodations;

10. Fail to report any testing irregularities immediately to the District Test Coordinator, who must report such incidents to the LDE*;*

11. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

PROCEDURES FOR TEST SECURITY

Test materials, including all test booklets, answer documents, student log-in information, supplementary secure materials containing secure test questions, videotapes, and completed observation sheets, shall be kept secure and accounted for in accordance with procedures specified in the test administration manuals and other communications provided by the Louisiana Department of Education.

Procedures for the security of test materials shall include:

1. The Superintendent shall annually designate one individual in the district as District Test Coordinator who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The name of the individual so designated shall be provided in writing to the LDE, and included on the statement of assurance.

   If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE in writing within fifteen (15) days of the change of appointment.

   The former District Test Coordinator shall inform the new District Test Coordinator of the location of placement tests and other relevant testing materials.

2. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the School Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn inservice all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data.

3. The District Test Coordinator shall provide for and assure the security of all test materials prior to distribution to the schools and upon return of test materials from the schools.

   All test materials, except district and school test coordinator manuals and test administration manuals, shall be kept in a designated, locked secure storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended; test administrators shall be given access to the tests 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 a designated locked, secure storage area each day of testing.

   All test booklets, answer documents, student log-in information, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

4. The School Board also shall maintain procedures to code testing materials at no more than two (2) secure central locations and to house the testing materials at the central locations until no more than three (3) working days prior to test administration, to the extent practicable.

5. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the LDE by the District Test Coordinator prior to the administration of the test.

6. In the event the test booklets, answer documents, student log-in information, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the LDE and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.

7. ***Only personnel trained in test security and administration*** shall be allowed to have access to or administer any statewide assessments.

8. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as ensure the security of individual student test data in electronic formats, including encryption of student demographics in any email correspondence.

9. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and return it to the District Test Coordinator to be kept on file at the School Board office for three (3) years.

10. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the School Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.

11. The School Board shall ensure that individual student test data in electronic and paper formats, are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of state testing and reporting systems shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from state testing and reporting systems shall 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). All users who are granted a password to these systems shall abide by FERPA provisions.

    School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password.

    All school users shall be required to sign a confidentiality agreement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the confidentiality agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed confidentiality agreements shall be valid until the District Test Coordinator receives notification that the confidentiality agreement available online has been revised. A new confidentiality agreement shall be signed by all users each year after the new password letter for

schools and districts has been automatically generated in August of each year. If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a replacement password. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. District Test Coordinators shall send their signed confidentiality agreements to the LDE.

12. Any testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, or breaches in test security, including access to electronic data, shall be reported in writing to the District Test Coordinator, who will conduct an investigation and report the findings to the Superintendent.

13. The District Test Coordinator shall initiate the investigation of all reports of testing irregularities, including anonymous complaints, in accordance with procedures outlined by the LDE in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Assessments and Accountability,* LDE and the Superintendent.

    Investigation Process

    Procedures for investigating **any** testing irregularity (including cheating), and any employees accused of improprieties shall follow the procedures outlined in Bulletin 118, *Statewide Assessment Standards and Practices*, but shall include the following:

    A. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.

    B. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:

        (1) The location of the designated, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;

        (2) 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 shall be interviewed, when necessary;

(3) 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;

(4) Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

C. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.

(1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Claiborne Parish School Board *Policy Manual*.

(2) Any teachers or other school personnel found to have purposefully violated test security shall be charged with violation of state and/or School Board policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the Claiborne Parish School Board.

D. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.

E. In accordance with provisions of BESE's *Test Security Policy*, it is understood that the Louisiana Department of Education may conduct its own investigation into allegations of test security violations. In such instances, the District Test Coordinator and Superintendent shall aid and assist state department officials in the conduction of their investigation and

provide documentation of information obtained in local investigative efforts.

TEST ENVIRONMENT

Testing shall be conducted in class-sized groups. Bulletin 741, *Louisiana Handbook for School Administrators* (§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 material and equipment are appropriate for large groups. For grades K-8, the maximum class size for health and physical education classes may be no more than 40. Class size for exceptional students is generally smaller [Bulletin 741, *Louisiana Handbook for School Administrators* (§915)]. Permission for testing in environments that differ from the usual classroom environment shall be obtained in writing from LDE at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the LDE, the School Board shall provide at least one proctor for every thirty (30) students.

To the extent practicable, the School Board shall maintain administrative procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.

The School Board shall also maintain administrative procedures for the monitoring of test sites to ensure appropriate test security procedures are being followed and to observe test administration procedures.

EMERGENCIES DURING TESTING

If test security has been compromised during an emergency, the District Test Coordinator shall notify the LDE, Division of Assessments and Accountability, as soon as possible.

The School Board, through the Superintendent and staff, shall develop an emergency plan and procedures that include steps to be followed in the event of an emergency that results in disruption of online testing. 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.

CONDITIONS AND PENALTIES FOR VIOLATIONS

The State Superintendent of Education may disallow test results which may have been achieved in a manner which is in violation of test security. In addition:

1. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been met.

2. 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 State Board of Elementary and Secondary Education or the Louisiana Department of Education shall have breached test security. Any individual(s) or student who knowingly causes or allows the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores and will be allowed to retake the test at the next test administration.

3. Test scores may be voided at the school level in cases of cheating or other violations of test security. When either cheating or the violation of test security is suspected, a committee to include at least the principal, school test coordinator, and test administrator shall be convened to determine whether or not a score should be voided. A written report documenting and describing the incident(s) shall be completed. In the event the decision is made to void scores because of cheating, the student and parents shall be notified and offered an opportunity for a hearing to be conducted by the principal with the test administrator and school test coordinator also present. The principal shall make the final decision regarding voiding of test scores or breach of ethics. If the decision is made to void test scores, the school test coordinator must submit a letter on school letterhead with the principal's and school test coordinator's signatures to the District Test Coordinator. Attached to the letter should be the written record of the breach of security or cheating, dates and times of all meetings/hearings relating to the incidents with signatures of all present at these meetings/hearings, and documentation of phone calls to parents. Any witnesses to cheating or breach of security should complete a written statement describing the incident and sign and date the statement. These should be submitted with the written report.

4. Any teacher or other personnel who breaches test security or allows breaches in test security shall be disciplined in accordance with the provisions of School Board policy and regulations adopted by the BESE and any applicable state laws. Any violation of test security or breach of ethics on the part of an employee of the Claiborne Parish School Board before, during, or after testing (including erasure analysis and/or other evidence that results in the voiding of test scores) shall be investigated by the District Test Coordinator. If the violation occurred at the school level, the building principal shall participate in the investigation. In the event sufficient evidence exists to support a violation in test security or breach of ethics, a written report shall be submitted to the Superintendent. A hearing shall be conducted by the Superintendent with the employee(s) under investigation, the District Test Coordinator, the building principal, and the Director of Personnel

present. If the Superintendent determines that a violation of test security or breach of ethics has occurred, appropriate recommendations for disciplinary action shall be made and/or action taken in accordance with School Board policy.

5. In the event that an employee has participated in activities to provide answers or otherwise alter test scores, the recommendation will be dismissal. All evidence of violations of test security and breach of ethics reported to the Superintendent by the Louisiana Department of Education shall require a written report from those suspected of violations, the building principal, and the school test coordinator regardless of whether or not the claims are substantiated.

6. Anonymous complaints received by either the Superintendent or the District Test Coordinator regarding violations of test security or breach of ethics shall be investigated by the District Test Coordinator. If evidence exists to support the complaint(s), appropriate action as described above shall be initiated.

7. If the School Board wishes to contest any LDE void determination resulting from LDE data forensic findings or other LDE investigations, the Superintendent shall submit an appeal request in writing to the LDE in accordance with Bulletin 118, *Statewide Assessment Standards and Practices*.

Revised: October 6, 2011
Revised: January 5, 2012
Revised: January 7, 2016
Revised: July 9, 2020

Ref: La. Rev. Stat. Ann. §§17:24, 17:81, 17:81.6, 49:953; *Statewide Assessment Standards and Practices*, Bulletin 118, Louisiana Department of Education; Board minutes, 3-8-07, 1-8-09, 10-6-11, 1-5-12, 1-7-16, 7-9-20.

PLEDGE OF ALLEGIANCE

At the beginning of each school day, time shall be permitted for those students and teachers desiring to do so to observe a brief time in silent meditation (not intended or identified as a religious exercise), which shall not exceed five (5) minutes, and for reciting the Pledge of Allegiance to the Flag.

Every assembly or meeting in each school should begin with the Pledge of Allegiance to the Flag and with the playing or the singing of the National Anthem, and all students shall be encouraged to learn the words of the National Anthem. Throughout the playing (singing) of the National Anthem and/or the recitation of the Pledge of Allegiance to the Flag, all students shall stand at respectful attention. During recitation of the "pledge," each student shall place his/her right hand over his/her heart.

If a student, due to a conscientiously and sincerely held religious belief, feels entitled to an exemption to the requirement to recite the pledge, such student shall still be required to stand.

Ref: La. Rev. Stat. Ann. §§17:81, 17:416, 17:2115.

GRADUATION EXERCISES

The Claiborne Parish School Board shall not allow any student to participate in commencement exercises until he/she has successfully completed all graduation requirements as prescribed by the Louisiana Board of Elementary and Secondary Education (BESE). Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.

Students who complete their work at midterm may graduate at that time, but in doing so shall end their careers at the local high school.

Any senior student who is found guilty of any act which constitutes grounds for suspension or expulsion after having met the academic requirements for graduation, may be denied the right to receive his/her diploma at or participate in formal graduation exercises and in lieu thereof, be given his/her diploma in private.

High school students are required to spend a minimum of four (4) school sessions (8) semesters [16 semesters on 4x4]) in school to meet graduation requirements, and earn the minimum required Carnegie units in order to participate in the graduation ceremony and to be considered for class ranking, awards, honors and recognitions.

All Claiborne Parish public schools shall hold graduation exercises in Claiborne Parish.

Revised: August 7, 2014

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 8-7-14.

PRAYER IN SCHOOLS

The Claiborne 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 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: October 10, 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, 10-10-13.

LESSON PLANS

The Claiborne Parish School Board shall require teachers to maintain lesson plans for their classes. While the Board desires to afford teachers maximum latitude relative to lesson plan organization, every plan should contain adequate information to assure that every class period provides pupils with optimal learning experiences.

I. Objectives and Purposes of Planning

A. To assure proper preparation on the part of teachers.

B. To assure organized planning for several days in advance.

C. To help provide continuity of instruction.

D. To use as a "log" or record of material covered. This should aid the teacher in future planning.

E. To serve as a written record of what has been taught.

F. To provide a guide for the substitute teacher.

G. To emphasize that the plans are made to benefit the teacher using them, and not suggested as a "showpiece" of composition for the benefit of the supervisor or the principal.

II. Requirements

A. Unit, six-nine weeks, or other long-term general planning is certainly encouraged, but no detailed written work is specifically required.

B. Detailed planning for the full week ahead should be prepared and ready on Friday for the principal.

C. Plans should be written in the specified notebook provided by the Claiborne Parish School Board or in any other format approved by the principal. Any additional planning or notes relative to the lesson may be kept in any other form.

D. A contingency plan for substitute teachers should be on file and should include activities that any substitute can use. This plan is to be used only in extreme emergencies.

E. The basic lesson plan shall include in grade-level expectations (GLE)

content standards notations:

1. Instructional objectives for the week.

2. Behavioral objectives for each lesson, including TLW, the perceivable action, and the content to be taught.

3. The procedures for obtaining the objective.

4. The skill level of the class. (ex. heterogeneous)

5. The date, times and subject.

6. Instances of reteaching and/or retesting (in red).

7. The assignment for the next day, if any.

8. Any special instructions for a substitute teacher where this situation is foreseen in advance.

9. Class roster and seating chart.

III. Follow-up Procedures

A. Lesson plans shall be subject to inspection by the principal or supervisor on any classroom visit. Plans should be on the teacher's desk at all times, open to the lesson being taught.

B. Classroom teachers should indicate on the appropriate form whether or not a substitute teacher has followed the provided contingency plan.

Revised: August, 2009

Ref: La. Rev. Stat. Ann. §17:81.

EQUAL EDUCATION OPPORTUNITIES

It shall be the policy of the Claiborne Parish School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of economic status, intellectual ability, marital status, race, color, disability, religion, creed, national origin, military status, natural, protective, or cultural hairstyle, age, or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

The Superintendent or designee shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Grievance procedures to provide for prompt and equitable resolution of student complaints shall be the same as those used for employees.

Revised: July, 2022
Revised: November 6, 2025

Ref: 20 USC 1401 et seq. (*Individuals with Disabilities Education Act*); 20 USC 1681 et seq. (*Title IX of the Education Amendments of 1972*); 29 USC 621 et seq. (*Age Discrimination in Employment*); 29 USC 794 (*Nondiscrimination under Federal grants and programs*); 42 USC 1983 (*Civil action for deprivation of rights*); 42 USC 2000c (1-9) (*Civil Rights-Public Education*); 42 USC 2000d (1-6) *(1964 Civil Rights Act*); La. Rev. Stat. Ann. '17:111; Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1969); San Antonio Independent School District v. Rodriguez, 93 S.Ct. 1278 (1973); Ross v. Moffitt, 94 S.Ct. 437 (1974); Regents of University of California v. Bakke, 98 S.Ct. (1978); Meeting Minutes, 11-6-25.

TITLE IX SEXUAL HARASSMENT

The Claiborne Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education programs and activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activities that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours. Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator. The Claiborne Parish School Board's Title IX Coordinator's name and contact information is provided to applicants for admission and employment, students, parents or legal guardians, school students, employees, and published in the *Student Code of Conduct*, and on the School Board's website. All reports of Title IX Sexual Harassment will be handled according to the Grievance Procedure established in accordance with 34 CFR § 106.45.Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

DEFINITIONS

As used in this policy:

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any employee of the School Board. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the School Board with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant, the parent or legal guardian of a complainant on behalf of their minor child, or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School Board investigate the allegation of sexual harassment. At the time of filing a formal complaint,

a complainant must be participating in or attempting to participate in the education program or activity of the Claiborne Parish School Board with which the formal complaint is filed. A report of sexual harassment as described above does not constitute a formal complaint; however, every report of sexual harassment will be reviewed by the Title IX Coordinator, who will advise a complainant of the right to file a formal complaint and the procedure for doing so. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under and by any additional method designated by the School Board. As used in this paragraph, the phrase *document filed by a complainant* means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the School Board) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator shall not be a complainant or otherwise a party to any grievance procedure, and shall at all times comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Notice means whenever any employee: witnesses sexual harassment; hears about sexual harassment or sexual harassment allegations from a complainant (i.e., a person alleged to be the victim) or a third party (e.g., the complainant's parent, friend, or peer); receives a written or verbal report or complaint about sexual harassment or sexual harassment allegations; or by any other means.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Claiborne Parish School Board conditioning the provision of an aid, benefit, or service of the Claiborne Parish School Board on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Claiborne Parish School Board's education program or activity; or

3. *Sexual assault* as defined in 20 USC 1092, *dating violence* as defined in 34 USC 12291, *domestic violence* as defined in 34 USC 12291, or "stalking" as defined in 34 USC 12291.

Conduct that does not meet the definition of sexual harassment pursuant to this policy may violate other provisions of the School Board's code of conduct. Nothing in this policy would preclude action under any other provision of the code of conduct as may be applicable.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School Board's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School Board shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School Board to provide the supportive measures. The Title IX Coordinator shall be responsible for coordinating the effective implementation of supportive measures.

COVERAGE

This policy applies to all students, employees and non-employee volunteers, to the elected members of the School Board, and to all students of the Claiborne Parish School District. It applies at school, and locations, events, or circumstances over which the School Board has exercised substantial control over both the respondent and the context in which sexual harassment occurs. This policy does not apply to locations, events, or circumstances occurring outside of the United States.

TITLE IX COORDINATOR

The Superintendent shall designate and authorize a "Title IX Coordinator" to coordinate the Claiborne Parish School Board's efforts to comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. The Title IX Coordinator shall undergo and receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be published as required by Part 106 of Title 34 of the United States Code of Federal Regulations.

RESPONSE TO SEXUAL HARASSMENT

If the Claiborne Parish School Board has actual knowledge of sexual harassment in an education program or activity, then the Title IX Coordinator shall be informed and the Title IX Coordinator shall offer supportive measures and follow the grievance procedures adopted pursuant to this policy.

The Superintendent and/or the Title IX Coordinator shall develop and maintain a Title IX Grievance Procedure that complies with 34 CFR §106.45, including investigation of any incident of which it has actual knowledge. The Title IX Grievance Procedure shall include

the procedures to appeal any determination regarding sexual harassment under Title IX.

Nothing shall preclude the School Board from removing a respondent from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines an immediate threat to the physical health or safety of a complainant, student, or other individual arising from the allegations of sexual harassment justifies immediate removal. Neither shall the School Board be precluded from placing a non-student employee respondent on administrative leave during the pendency of the grievance process developed according to this policy. In both such instances the respondent shall be provided with notice and an opportunity to challenge the decision contemporaneously with or immediately following the removal. This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.

TITLE IX RECORDKEEPING

The Claiborne Parish School Board shall retain for a period of seven (7) years records of each sexual harassment investigation including any determination regarding responsibility, any appeal and the result therefrom, any informal resolution and the result therefrom, and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

For any response to actual knowledge of sexual harassment, the Title IX Coordinator shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance the Title IX Coordinator shall document the basis for a conclusion that its response was not deliberately indifferent and document the measures designed to restore or preserve equal access to the School Board's education program or activity. If no supportive measures were provided to a complainant, then the Title IX Coordinator shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

NONRETALIATION

Neither the Claiborne Parish School Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for other policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, constitutes

retaliation. Any complaint of retaliation pursuant to this policy should be directed to the Title IX Coordinator.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited by this policy. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

CONFIDENTIALITY

Except as necessary to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder, or as may be permitted by FERPA (20 USC 1232g) its regulations (34 CFR Part 99), or as required by law, the Claiborne Parish School Board shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of *abuse* as found in School Board policy *JGCE, Child Abuse*, then all school employees with knowledge shall be considered *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any procedures for handling sexual harassment complaints.

New policy: August 6, 2020

Ref: 42 USC 2000e *(Civil Rights-Definitions)*; 29 CFR 1604.11 *(Guidelines on Discrimination Because of Sex-Sexual Harassment)*; La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81; Board minutes, 8-6-20.

ATTENDANCE

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, or participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- *Half-day attendance* - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

- *Whole-day attendance* - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days), per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must be met.

ATTENDANCE FOR REMOTE OR HYBRID INSTRUCTION

During remote or hybrid instruction, students are considered to be in attendance when attendance is checked and recorded on each school day at the beginning of each class period in accordance with La. Rev. Stat. Ann. §17:232, and Bulletin 741, *Louisiana Handbook for School Administrators,* and one of the following requirements is met:

- The student logs into synchronous online instruction at the designated time for the course in which the student is enrolled.

- Evidence exists that the student accessed a planned asynchronous instructional activity.

Remote instruction is an educational model in which the student and educator are not physically present in a traditional classroom environment where instruction may be facilitated by the use of computers, technology, and the internet.

Hybrid instruction is instruction provided via a combination of face-to-face and remote models.

JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the School Board's authority may extend beyond the limits set forth above, in accordance with state law.

Revised: April, 2008
Revised: September, 2008
Revised: August, 2010
Revised: May, 2011
Revised: June 6, 2013
Revised: August 10, 2023

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:227, 17:232, 17:233; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-11-10, 6-6-13, 8-10-23.

COMPULSORY SCHOOL ATTENDANCE AGES

The parent or legal guardian of a child who resides in Louisiana and who is age five (5) by September thirtieth of the calendar year in which the school year begins through eighteen (18) shall send the child to a public or nonpublic school, unless the child's parent or legal guardian opted to defer enrollment of his/her child in kindergarten pursuant to La. Rev. Stat. Ann. §17:151.3(D) or the child graduates from high school prior to his/her eighteenth birthday. A child below the age of five (5) who legally enrolls in school shall also be subject to compulsory school attendance laws.

If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or nonpublic school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

EXCEPTIONS

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy *JBD, Absences and Excuses.* In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.

2. A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.

3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.

FAILURE TO COMPLY

Failure to abide by the compulsory school attendance laws of the state may result in a referral to *Families in Need of Services* (FINS) which is a state mandated program or to

the District Court with jurisdiction.

Revised: August, 2005
Revised: December, 2008
Revised: August, 2010
Revised: October 6, 2011
Revised: November 11, 2021

Ref: La. Rev. Stat. Ann. §§17:151.3, 17:221, 17:226, 17:226.1, 17:233; La. Children's Code, Art. 730; Bulletin 741, *Louisiana Handbook for School Administrators*, Louisiana Department of Education; Board minutes, 2-5-09, 11-11-10, 10-6-11, 11-11-21.

ENTRANCE AGE

The Claiborne Parish School Board shall require children entering kindergarten at the beginning of the school session for the first time to be at least five (5) years of age on or before September 30 of the calendar year in which the school year begins. For students entering first grade for the first time at the beginning of the school session, they shall be six (6) years on or before September 30 of the calendar year in which the school year begins.

A child younger than the above may be permitted to enter school provided the child has been evaluated and identified in accordance with the regulations of the Louisiana Department of Education for such evaluation and/or regulations found in the Board's *Claiborne Parish Pupil Progression Plan.* A child admitted to kindergarten shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled.

Other children younger than five (5) years of age may enroll in pre-school and other approved programs when offered by the school system.

Ref: La. Rev. Stat. Ann. ''17:151.3, 17:222.

SCHOOL ADMISSION

The Claiborne Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana,

except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.

2. Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.

3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.

4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.

5. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

ADMISSION OF CHILDREN OF MILITARY FAMILIES

The School Board shall allow a dependent child of an active duty member of the United States Armed Forces, of the military reserve forces, or of the National Guard or a Department of Defense civilian to register and preliminarily enroll in a public school in the Claiborne Parish School System by remote means, including electronic means, prior to becoming a resident of the state, provided all of the following apply:

1. The student's parent or legal guardian is transferred or pending transfer to a military installation or comparable duty location in Louisiana pursuant to an official military order.

2. The student's parent or legal guardian provides a copy of the official military order transferring the parent or legal guardian to a military installation or comparable duty location in Louisiana to the School Board.

3. The student's parent or legal guardian completes and submits all required registration and enrollment forms and documentation to the School Board, except that proof of residency shall not be required until ten (10) days after the arrival date specified on the parent or legal guardian's transfer orders.

The School Board shall provide a student of a military family who remotely registers the same enrollment opportunities available to resident students, including requesting and applying for school assignment, registering for courses, participating in extracurricular activities, and applying to any school or program that requires an additional request, including a lottery for admission to a specific school or program.

A student of a military family registered and enrolled shall not attend school until proof of residency is provided in accordance School Board policy.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Claiborne Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Students*.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student’s medical information or special education needs

prior to enrolling the student in a public school, unless otherwise specifically required by law.

Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs when the student's parent or legal guardian has voluntarily provided the school with information regarding such needs.

Revised: August, 2010
Revised: November 6, 2014
Revised: February 9, 2017
Revised: November 11, 2021

Ref: 42 USC 11431 et seq. (*Stewart B. McKinney Homeless Assistance Act*); La. Rev. Stat. Ann. §§17:101, 17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416, 17:3914; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir., 1970); *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-11-10, 11-6-14, 2-9-17, 11-11-21.

HOMELESS CHILDREN AND YOUTH

Homelessness exists in the Claiborne Parish community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect and family conflict. Many of the homeless students live in shared residences, doubled up and tripled up. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. The Claiborne Parish School System ("CPSS", "school system", or "district") shall ensure that all children and youth in the parish receive a free appropriate public education and are given meaningful opportunities to succeed in the schools. The CPSS shall also follow the requirements of the McKinney-Vento Act and any amendments thereto.

It is the policy of the CPSS to view children as individuals. Therefore, this policy shall refer to children as homeless and as "children and youth in transition" to describe such children. Under federal law, children and youth in transition must have access to appropriate public education, including preschool programs administered by CPSS, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. The schools of the Claiborne Parish School District will ensure that children and youth in transition are free from discrimination, segregation and harassment.

Information regarding this policy shall be: distributed to all students upon enrollment and once during the school year; provided to students who seek to withdraw from school; and posted in every public school in the parish, as well as other places where children, youth, and families in transition receive services, including family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments, health departments and other social service agencies.

DEFINITIONS

Homeless children and youth or children in transition means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are living with a friend, relative or someone else because they lost their home or cannot afford a home.

- Children and youth living in places not ordinarily used for sleeping, including cars, parks, public places, abandoned buildings, or bus or train stations.

- Children and youth living in substandard housing.

- Children and youth living in a motel, hotel, trailer park, or campground because they have nowhere else to go.

- Children and youth living in a shelter, including emergency or transitional shelter, domestic violence shelters, and runaway and homeless youth shelters.

- Children and youth awaiting foster care placement; or abandoned in hospitals.

- Migratory children and youth who are living in a situation described above.

A child or youth shall be considered to be in transition for as long as he or she is in a living situation described above.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term youth also includes unaccompanied youth.

Enroll and *enrollment* mean attending school and participating fully in school activities.

Immediate means without delay.

Parent means a person having legal or physical custody of a child or youth.

School of origin means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.

Liaison is the staff person designated by the Claiborne Parish School Board and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the *McKinney-Vento Homeless Assistance Act*.

IDENTIFICATION

In collaboration with school personnel and community organizations, the liaison will identify children and youth in transition in the district, both in and out of school. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the liaison. The liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of every student, and to forward information indicating homelessness to the liaison. Community partners in identification may include: Community Action, local food banks, motels, campgrounds, Family Support/Welfare departments and other social service agencies, DART, street outreach teams, truancy and attendance officers, local homeless coalitions and legal services.

The liaison will keep data on the number of children and youth in transition in the district, where they are living, their academic achievement (including performance on state- and district-wide assessments), and the reasons for any enrollment delays, interruptions in their education or school transfers.

SCHOOL SELECTION

Each homeless child and youth has the right to remain at his or her school of origin, or to attend any school that housed students who live in the attendance area in which the child or youth is actually living are eligible to attend. Maintaining a student in his or her school of origin is important for both the student and the school district. Students who change schools have been found to have lower test scores and overall academic performance than peers who do not change schools. High mobility rates have also been shown to lower test scores for stable students. Keeping students in their schools of origin enhances their academic and social growth, while permitting district schools to benefit from the increased test scores and achievement shown to result from student continuity.

Therefore, in selecting a school, children and youth in transition shall remain at their schools of origin to the extent feasible, unless that is against the parent's or youth's wishes. Students may remain at their schools of origin the entire time they are in transition, and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Feasibility shall be a child-centered determination, based on the needs and interests of the particular student and the parent's or youth's wishes. Potential feasibility considerations include:

- The age of the child or youth
- The distance of a commute and the impact it may have on the student's education
- Personal safety issues.
- A student's need for special instruction (e.g., special education and related services)
- The length of anticipated stay in a temporary shelter or other temporary location
- Time remaining in the academic year

Services that are required to be provided, including transportation to and from the

school of origin (see below) and services under federal and other programs, shall not be considered in determining feasibility.

ENROLLMENT

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents readily available. Nonetheless, the school selected for enrollment must immediately enroll any child or youth in transition. This policy shall not require the enrollment of any child who has been expelled for disciplinary reasons by another school system in the state or out of the state, in accordance with Louisiana Law. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling or local liaison.

Children in Foster Care

The School Board shall ensure that a student who is in foster care pursuant to placement through the Louisiana Department of Children and Family Services shall be allowed to remain enrolled in the public school in which the child was enrolled at the time he/she entered foster care for the duration of the child's stay in the custody of the state or until he/she completes the highest grade offered at the school if the Department of Children and Family Services determines that remaining in that school is in the best interest of the child.

If foster care placement is outside the jurisdictional boundaries of the public school in which the student is enrolled, the School Board shall be responsible for providing free transportation for the student to and from a designated location which is within that school district and is located nearest to the child's residence and is determined to be appropriate by the Board and the Department of Children and Family Services.

TRANSPORTATION

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. To avoid such forced school transfers, at a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during the pendency of disputes. The liaison will request transportation to and from the school of origin for unaccompanied youth. The length of the commute will only be considered in determining the feasibility of placement in the school of origin based on potential harm to the student, as discussed above. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

Schools and the liaison will use the district transportation form to process transportation requests. Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in this district, this district will arrange transportation. If the student in transition is living in this district but attending school in another, or attending school in this district but living in another, this district will follow the inter-district transportation agreement to determine who must arrange transportation. It is this district's policy that inter-district disputes will not result in a student in transition missing school. If such a dispute arises, this district will arrange transportation and immediately bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth.

In addition to receiving transportation to and from the school of origin upon request, children and youth in transition shall also be provided with other transportation services comparable to those offered to other students.

RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and special education records or special service programs records of each homeless child or youth shall be maintained so that: (1) services may be provided the student; (2) necessary referrals can be made; and (3) records may be transferred in a timely method when a homeless child or youth transfers to another school.

SERVICES

Homeless children and youth in transition will be provided services comparable to services offered to other students in the school selected, including:

- Preschool
- Transportation (as described above)
- Title I (as described below)
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs
- School nutrition programs
- Before and after school programs

The district recognizes that children and youth in transition suffer from disabilities at a disproportionate rate, yet frequently are not evaluated or provided appropriate special education and related services. To address this problem, evaluations of children and youth in transition suspected of having a disability shall be given priority and coordinated with students' prior and subsequent schools as necessary, to ensure timely completion of a full evaluation. When necessary, the district will expeditiously designate a surrogate parent for unaccompanied youth suspected of having a disability. If participation of a surrogate parent is not available, the district will designate a temporary surrogate in accordance with the provisions of the *Individuals with Disabilities Education Improvement Act* (IDEA). If a student has an *Individualized Education Program* (IEP), the enrolling school will implement it immediately. Any necessary IEP meetings or re-evaluations shall then be conducted expeditiously. If complete records are not available, IEP teams must use good judgment in choosing an appropriate course of action, balancing procedural requirements and the provision of services. In all cases,

the goal will be to avoid any disruption in appropriate services.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child's or youth's living situation will be excused. The school district will follow state procedures to ensure that youth in transition and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. School personnel will refer children and youth in transition to appropriate health care services, including dental and mental health services. The liaison will assist the school in making such referrals, as necessary.

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner and language understandable to each parent.

DISPUTES

If a dispute arises over any issue covered in this policy, the homeless child or youth will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals and Title I, Part A, services while the dispute is pending.

The school system will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will immediately refer the parent or youth to the liaison. The liaison will ensure that the student is enrolled in the school of his or her choice and is receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The liaison will maintain records of all disputes.

The parent, unaccompanied youth or school district may appeal the liaison's decision as provided in the state's dispute resolution process.

FREE MEALS

Hunger and poor nutrition are obvious barriers to learning. To help ensure that children and youth in transition are available for learning, the U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day a child or youth in transition enrolls in school, the enrolling school must submit the student's name to the district nutrition office for immediate processing.

TITLE I, PART A

Children and youth in transition are automatically eligible for Title I, Part A, services, regardless of what school they attend. The district will reserve such funds as are necessary to provide services comparable to those provided to Title I, Part A, students to homeless children and youth attending non-participating schools. The amount reserved will be determined by a formula based upon the per-pupil Title I, Part A, expenditure and developed jointly by the liaison and the Title I director. The funds can be used to provide services that are not ordinarily provided to all other Title I, Part A, students. Examples of services provided with Title I, Part A, funds to students experiencing homelessness include: supporting the position of the liaison, mentoring, tutoring, enrichment activities, case management, school supplies, testing fees, school uniforms, activity fees, graduation fees, and other services to assist such homeless students in enrolling in, attending, and succeeding in school.

The Claiborne Parish School District's Title I, Part A, plan will be coordinated with its McKinney-Vento services, through collaboration between the Title I director and the liaison. Children and youth in transition shall be assessed, reported on and included in accountability systems, as required by federal law and U.S. Department of Education regulations and guidance.

TRAINING

The liaison will conduct training and sensitivity/awareness activities for the following Board and school staff at least once each year: principals, assistant principals, school secretaries, school counselors, bus drivers, custodians, cafeteria workers, school nurses, teachers, and anyone else who is responsible directly or indirectly with students. The trainings and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

The liaison shall also obtain from every school the name and contact information of a building liaison. Building liaisons will lead and coordinate their schools' compliance with this policy and will receive training from the district liaison annually.

COORDINATION

The liaison will coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, liaisons in neighboring districts and other organizations and agencies. Coordination will include conducting outreach and training to those agencies and participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups. Both public and private agencies will be encouraged to support the liaison and the schools in implementing this policy.

PRESCHOOL

The *McKinney-Vento Act* includes preschool programs within its definition of free appropriate public education. Homeless children have experienced many difficulties accessing preschool opportunities. To facilitate preschool enrollment and attendance, the provisions of this policy will apply to preschools. The district will ensure that children in transition receive priority enrollment in preschool programs operated by the district, including exempting children in transition from waiting lists.

Homeless children with disabilities will be referred for preschool services under the *Individuals with Disabilities Education Improvement Act* (IDEA). Children in transition under age three will be referred for at-risk services under Part C of IDEA and screened to determine if referrals for additional Part C services are appropriate. The liaison will collaborate with Head Start and other preschool programs to ensure that children in transition can access those programs.

UNACCOMPANIED YOUTH

The *McKinney-Vento Act* requires school districts to enroll homeless children and youth in school immediately, even if they lack required enrollment documents. The Act further requires states and school districts to review and revise any policy that may act as a barrier to the enrollment of homeless children and youth and requires state and local school districts to give particular attention to guardianship issues.

Therefore, schools may not condition school enrollment upon the receipt of proof of legal guardianship by caregivers of homeless unaccompanied youth; nor may they require caregivers to become legal guardians within a certain period of time after the child enrolls in school. In addition, it is important to note that the absence of an available caregiver must not impede enrollment. Unaccompanied homeless youth who are on their own completely must be enrolled in school immediately.

The local homeless liaison duties include:

- Helping unaccompanied youth choose and enroll in a school, after considering the youth's wishes

- Informing unaccompanied youth of their rights to transportation and assisting youth in accessing transportation.

- Providing unaccompanied youth with notice of their right to appeal school or school district decisions and ensuring that youth are immediately enrolled in school pending resolution of disputes.

- Unaccompanied youth have the same rights as other students experiencing homelessness. Specifically, they have a right to:

- Remain in their school of origin (to the extent feasible)
- Transportation to and from the school of origin
- Immediately enroll in a new school serving the area in which they are currently living even if they don't have typically required documents (e.g., proof of guardianship)
- Equal access to programs and services such as gifted and talented education, special education, vocational education, and English Language Learner services

Revised: May, 2009
Revised: January 10, 2013

Ref: 20 USC §§1400 et seq. (*The Individuals with Disabilities Education Improvement Act*); 20 USC §6301 et seq. (*Elementary and Secondary Education Act of 1965*); 20 USC §§6311-6315 (*Title I, Part A, of the Elementary and Secondary Education Act*); 42 USC §§1751 et seq. (*Child Nutrition and WIC Reauthorization Act of 2004*); 42 USC 11431 et seq. (*McKinney-Vento Homeless Assistance Act*); 34 CFR Part 200 (*Title I - Improving the Academic Achievement of the Disadvantaged*); Plyler v. Doe 457 U.S. 202 (1982); La. Rev. Stat. Ann. ''17:81, 17:151.3, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 1-10-13.

FOREIGN EXCHANGE STUDENTS

The Claiborne Parish School Board welcomes the participation in international student exchange programs. Prior to approval of an exchange program by the Board, the Superintendent or his/her designee shall review the program's qualifications to assure compliance with all state, federal, and School Board requirements. Participation in any foreign exchange program shall be subject to the following:

AGENCY REQUIREMENTS

A. Foreign exchange agencies must be registered with the Superintendent or his/her designee, must be listed by the *Council for Standards on International Education Travel*, and must be approved by the U.S. Department of State to qualify for J-1 visas.

B. The contract used by the sponsoring agency between sponsor and student must be on file and approved by the Superintendent or his/her designee.

C. The sponsoring agency must have a local representative who resides in or within 50 miles of Claiborne Parish, and who is available to meet with school personnel, the student, and the host family.

STUDENT REQUIREMENTS

A. The exchange student must reside with a legal resident of Claiborne Parish.

B. The student must possess a J-1 visa.

C. As of September 1 of the program year, the student must meet junior or senior placement status.

D. The student must not have received a high school diploma or its equivalent from his/her home school.

E. The student must have a cumulative grade point average of 2.0 or above for the previous two (2) years of study.

F. As required by the International Exchange Agencies, the student must have sufficient knowledge of the English language to produce effective oral and written communication, to use instructional materials and textbooks printed in English, and to function in the regular education program without special services such as Special Education or English as a Second Language. A letter of recommendation from an English/language teacher endorsing the student's proficiency in English must be included in the application materials.

G. An official transcript from the student's home school must be sent to and received by the assigned Claiborne Parish high school by August 1 of the student's attendance year in order to determine placement.

- Students will be placed in grades according to Carnegie unit totals as indicated in the *Claiborne Parish Pupil Progression Plan.*
- No student shall be classified as a 12th grader for the purpose of receiving a diploma unless all Carnegie unit requirements for Louisiana high school graduation can be met by the spring graduation date.
- Students must meet all state and local requirement for graduation.

H. By August 1 of the attending year, the student shall present the following documents to the attending school with a request to attend school in Claiborne Parish:

- J-1 visa
- Health and immunization records
- Evidence of health and accident insurance for duration of stay
- The name, address, and phone numbers of the student's own parents/ guardians, the host family, and the local exchange program representative.
- Two (2) character references from the home school
- A notarized temporary custody agreement between the exchange student's parents/guardian and the host family

SUSPENSION, REVOCATION, OR DISMISSAL

Exchange organizations, host families, and/or exchange students found in non-compliance with policies of the Claiborne Parish School Board are subject to having their relationship with the district terminated. Exchange students are subject to the same discipline policies to which regular students must adhere.

Ref: La. Rev. Stat. Ann. '17:81; *Standards for International Educational Travel*

Programs, Council on Standards for International Educational Travel.

STUDENT ASSIGNMENT

The Claiborne Parish School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall generally require a student to attend the appropriate school as determined by the domicile of the parent or legal guardian, unless the School Board assigns the student to another school.

RESIDENCY REQUIREMENTS

1. Residency Form Required

   Each student enrolling in a District school for the first time and each student continuing enrollment in any District school whose address has changed must submit a residency form (notarized and with required documentation) no later than ten (10) school days after the first day of school.

   A. Failure to Submit Residency Form.

      If a student fails to submit the required residency form within ten (10) school days of his/her first day of enrollment, the principal shall provide the parent, legal guardian, foster care parent, or non-parent (hereafter inclusively referred to as *parent* unless otherwise specifically noted) with written notice that the student is denied enrollment or immediately withdrawn as a result of such failure.

   B. Address Change - Notice.

      A student must submit a new residency form within ten (10) school days of any address change. When a school administrator is notified of a student's address change, such administrator shall notify the student's parent that a new completed residency form must be submitted within ten (10) school days of that notice.

2. Primary Residency Requirement.

   The residency form shall require parents, legal guardians, foster care parents, or non-parents (as applicable) to certify under oath that the address on the form is the student's primary residence. The student's *primary residence* is defined as where the student spends weekdays and weeknights (Monday through Thursday nights) and at least most of the weekend nights each month, where his/her clothing and other personal belongings are kept, where he/she takes meals, and other evidences of domicile.

3. Documentation Requirements.

A. All Students.

In addition to completing the attached residency forms, students seeking enrollment in the District for the first time must provide at least two (2) of the items listed (1) through (6) below as verification of the student's address. The submitted documents must show the location by street address of the residence of the parent where the child resides as his/her primary residence (as defined above). Documents must be in the name of the parent and, if they are not, the named person must produce verification of his or her relationship to the student. Any document with a post office box shown as the only address shall not be accepted.

(1) Property tax records.

(2) Mortgage documents or property deed.

(3) Apartment/house lease or residential rent receipt clearly indicating the date and amount of the rental payment, the person(s) who made the payment, and the person who received the payment. If a rent receipt is submitted, the next month's rent receipt (including the required information) must be submitted within the next thirty (30) days for such documentation to be acceptable.

(4) Utility bill received within the preceding thirty (30) days or application for utility service made within the preceding thirty (30) days. Acceptable utilities include electricity, water, and cable. If an application for utility service is submitted, the first bill must be submitted within the next thirty (30) days for such documentation to be acceptable.

(5) Valid voter registration indicating the voting precinct and residential street address.

(6) Currently valid Louisiana driver's license clearly showing a residential street address.

B. Students Residing with a Legal Guardian or Foster Care Parent.

In addition to complying with residency documentation requirements, a legal guardian or foster care parent of a student must provide a valid court decree declaring him/her to be the legal guardian or the foster care parent of the student. For purposes of proof of residency, a document granting custody by mandate is not acceptable.

C. Students Living with Adults Other Than Parents, Legal Guardians or Foster Care Parents.

A student who is living with adults other than his/her parents, legal guardians, or foster care parents (hereinafter referred to as the "non-parent") must provide proof of the non-parent's residential address by providing the required residency documentation and also provide an affidavit as described below.

1) Affidavit.

At the time of the initial enrollment or continued enrollment based on residency with the non-parent and prior to the first day of each school year thereafter, the non-parent must provide the admitting school with a signed, dated, notarized affidavit including all of the following: (a) stating his/her relationship to the student, (b) verifying that the student will be living in his/her home for a period of time encompassing the entire upcoming school year or, if for a portion of said year, an explanation of the reasons for such limited time, and (c) explaining in detail the reasons for the living arrangement.

SCHOOL ASSIGNMENT

The School Board shall require a student to attend the appropriate school located in the attendance zone in which the student's domicile is located.

The School Board reserves the authority to assign a student living in one school district to attend school in another district, if circumstances warrant. The parent or legal guardian of a pupil may file in writing to the School Board an objection to the assignment of the pupil, in which case the School Board shall review the assignment and investigate the circumstances in order to render a decision.

Any child temporarily residing within the district who has no permanent address, or who has been abandoned by his/her parent, or who is in foster care, shall be enrolled and allowed to attend school in the zone appropriate to the special circumstance of the child. Surrogate parents may be appointed when appropriate for special needs students.

ASSIGNMENT OF STUDENTS WITH EXCEPTIONALITIES

Unless the *Individualized Education Program* (IEP) of a student with an exceptionality, except a gifted and talented student, requires some other arrangement, the School Board shall require the student with such an exceptionality to be educated in the school that the student would attend if he/she did not have an exceptionality. However, if the educational needs of the student cannot be achieved satisfactorily in a regular class setting, the student may be placed in an educational environment designed to meet the appropriate

needs of the student, as determined by the IEP committee.

However, a student with an exceptionality, except a gifted and talented student, shall be assigned to a school as requested by the parent, in accordance with La. Rev. Stat. Ann. §17:1944, if all the following conditions are met:

1. The parent submits a written request to the School Board responsible for the student and the respective School Board having jurisdiction over the school being requested, by not later than April first of the school year preceding the school year for which the parent is requesting the school assignment. The request shall include a recommendation from at least two (2) licensed physicians who have treated the student during the year prior to the submission of the request.

2. The School Board responsible for the student and the respective School Board having jurisdiction over the school being requested by the parent enter into an agreement for the assignment of the student to the requested school.

3. The requested school is located at least ten (10) miles from the school to which the student is assigned, in accordance with applicable school attendance zone requirements.

4. The requested school is located at least fifteen (15) miles from the student's home.

5. The requested school is not located in a public school district in which fifty percent (50%) or more of the public schools in the district are charter schools and fifty percent (50%) or more of the public schools in the district participate in a single application and enrollment process for public school enrollment.

GRADE ASSIGNMENT

Student assignments in K through 8 will be made by the principal of the school with teacher input. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and be made in accordance with the *Pupil Progression Plan for Claiborne Parish.*

CLASSROOM ASSIGNMENT

Selection of courses of study in grades 9 through 12 shall be made by individual students. Assistance in planning for a student's course of study and selection of classes shall be provided by teachers, counselors, parents, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes

may have prerequisites for enrollment.

In grades kindergarten through second grade, the parent of twins, triplets, etc. (more than one child at a single birth event) may request that their children be placed initially in the same, or separate, classrooms, if the children are in the same grade at the same school. Such a request shall be presented to the Superintendent or his/her designee no later than fourteen (14) days either after the first day of the school year or after the first day of attendance if the child enrolls after the fourteenth day of the school year. Notwithstanding any law, rule, regulation, or School Board policy to the contrary, the request of the parent for initial placement shall be granted subject to further review.

As soon as possible after the end of the student's first grading period, the Superintendent or his/her designee shall review the initial placement of the child. If the Superintendent or his/her designee, in consultation with the school principal, the child's(ren's) teacher(s), and the parent, determines that the initial placement of the children is disruptive to the school or is not in the best educational interests of the child(ren), the initial placement of the child shall be modified, and the child(ren) shall be placed in accordance with School Board policy otherwise applicable to the child(ren).

At the request of a student's parent or legal guardian, a student shall be removed from the class of any teacher who has a felony conviction and placed in another class if there is another class of a suitable grade or subject available.

New policy: February, 2010
Revised: October 6, 2011
Revised: September 6, 2014
Revised: February 9, 2017
Revised: January 7, 2021

Ref: La. Rev. Stat. Ann. §§9:951, 9:952, 9:953, 9:954, 17:15, 17:81,17:104.1, 17:221.2, 17:221.4, 17:221.5, 17:238, 17:1944; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes, 12-11-08, 7-9-09, 10-6-11, 11-6-14, 2-9-17, 1-7-21.

STUDENT TRANSFER AND WITHDRAWAL

TRANSFER

Students shall be required to attend the school in the attendance area in which their residence is located. Students who wish to attend a school other than the one designated for their resident attendance zone may apply for transfer when circumstances warrant. All requests for transfer shall be in writing, and shall include reasons for the transfer as well as other pertinent information that the Claiborne Parish School Board may require.

The Superintendent shall consider for approval all requests for student transfer if such transfer is determined to be in the best interests of the student and the school system. No school shall accept a student not residing in that school's attendance zone unless the student has an approved transfer application on file. Applications which are approved are for one school year only and must be renewed by application for subsequent years. Any decision made by the Superintendent regarding the transfer of a student may be appealed to the School Board for a final determination in accordance with state law.

The Claiborne Parish School Board may consider transfer requests in the following circumstances:

1. Specialized academic, vocational, athletic, or special education curriculum not offered in the student's school of residence.

   Documentation required: A written statement from the principal of the sending school, or the Superintendent, verifying the unavailability of the specific curriculum in the school of residence.

2. Health of the student.

   Documentation required: (1) a statement of support from the sending principal outlining his/her recommendation; and (2) signed and dated letters from at least two (2) non-associated medical doctors (M.D.s) certifying the student's health condition and explaining in detail why attendance at the sending school places the student's health in jeopardy and why attendance at the requested school is better for the student's health condition. At least one of the doctors providing a supporting letter must be the child's treating physician and at least one must be a specialist in the treatment of the condition which is the reason for the transfer request.

3. Safety of the student.

   Documentation required: (1) a letter from the principal of the sending school outlining the potential harm to the student in that school together with any

supporting documentation that may be available; and (2) a letter from the Superintendent concurring in the determination that the safety of the student at the sending school is in jeopardy.

4. Child of a Full-time Faculty Member, Administrator, or Staff.

   Documentation required: (1) verification, as required in the above-stated residency provisions, that the student is, in fact, residing with the employee; and (2) a letter from the administrator of the school of employment stating the job title and school assignment of the employee.

5. Childcare Needs.

   In addition to showing that the student is in pre-K through 8th grade (or through 12th grade in the case of special needs children), documentation required: (1) a notarized statement from the parents explaining that no childcare is available in their resident school zone which would enable their child to attend the resident school or that family members providing before or after school childcare are unable to pick up the child from the resident school; and (2) a notarized letter from the childcare provider attesting that he/she is caring for the child and that he/she is unable to pick up the child from the resident school. Forms for such verifications shall be available at the School Board office, if necessary.

6. Exceptional hardship.

   Documentation required: (1) a signed, dated, and notarized statement from the parent providing a detailed explanation of (a) the exceptional hardship of the student that necessitates the transfer of the student (for example, incarceration or terminal illness of a parent, domestic abuse or neglect affecting the student or parent, or natural disaster), (b) why the hardship requires a transfer from the sending school, and (c) why the receiving school can best accommodate the hardship; and (2) supporting documentation such as signed letter(s) of support from doctors, governmental authorities, or others confirming the existence of the hardship and that the receiving school can best accommodate the hardship.

WITHDRAWAL

Students shall be required to attend school in accordance with statutory provisions. Students may be permitted to withdraw from school however, if approved by the Superintendent and School Board. Such withdrawal must be in accordance with such rules and regulations as may be prescribed by the School Board.

New policy: February, 2009 Revised: November 6, 2014
Revised: August, 2010

Ref: La. Rev. Stat. Ann. §§17:81, 17:104.1, 17:105, 17:106, 17:108, 17:109, 17:111, 17:221, 17:226, 17:227; *Louisiana Handbook for School Administrators*, Bulletin

741, Louisiana Department of Education; Board minutes, 5-8-08, 7-9-09, 11-11-10, 11-6-14.

PUBLIC SCHOOL CHOICE

Public School Choice allows eligible students to transfer to an academically acceptable school within identified capacity limits. Once schools eligible to receive students have been identified, a school-site utilization study shall be conducted as needed in all schools to determine the extent to which capacity exists to accommodate potential student applicants from schools offering choice, including students with disabilities. Only those schools that are labeled *academically acceptable* shall be considered eligible to receive students under school choice.

The Superintendent and staff shall be responsible for developing and managing a *School Choice Plan*, which shall determine the schools to which students may transfer, how transfer requests will be processed and prioritized, and other administrative procedures for the supervision of school choice within the school district.

The authority to enroll a student in the public school of choice shall not be permitted and shall not be exercised if doing so violates the order of a court of competent jurisdiction.

Eligibility of Students

All students enrolled in a school required to offer choice shall be eligible for transfer consideration.

LOUISIANA PUBLIC SCHOOL CHOICE

The parent or legal guardian of any eligible student may seek to enroll his/her child in the public school of his/her choice, without regard to residence, school system geographic boundaries, or attendance zones, provided that:

1. The public school in which the student was most recently enrolled, or would otherwise attend, received a school performance letter grade of D or F for the most recent school year, and

2. The school to which the student seeks to enroll received a school performance letter grade of A, B, or C, for the most recent school year, and has sufficient capacity at the appropriate grade level.

"Capacity" for each school shall be defined as anticipated enrollment of less than 80% of its optimal total student capacity in the grade in which the student seeks to enroll, provided that a school utilizing temporary portable or modular buildings shall be considered at capacity. Capacity determinations may also be adjusted downward due to COVID-19 social distancing requirements, damage resulting from natural disasters, or other factors of a similar nature. The transfer request period shall begin on March 1st and end on July 15th, annually. Prior to the transfer request period, parents and legal guardians of

students enrolled in schools that received a D or F school performance letter grade pursuant to the state's school and district accountability system for the most recent school year shall be notified of the following:

1. The provisions of La. Rev. Stat. Ann. §17:4035.1, Louisiana Public School Choice law;

2. The schools under the jurisdiction of the School Board that received an A, B, or C school performance letter grade, if any;

3. The process for submitting student transfer requests; and,

4. The page on the Louisiana Department of Education's website that contains school performance data.

If there are no choice options available for a given school year, this information shall be included in the notification sent to parents.

If the School Board denies the enrollment request of a prospective student for an intra-district transfer, the parent or legal guardian of the student may request a review of the denial of the transfer requested by the State Board of Elementary and Secondary Education.

Transportation shall not be provided to a student who enrolls in a public school that is located outside the geographic boundaries of the School Board in which the student resides, if providing such transportation will result in additional cost to the School Board. The Superintendent shall be authorized to develop relevant administrative procedures governing students seeking enrollment under the *Louisiana Public School Choice* section of this policy. Such procedures shall include entering into inter-district agreements with other city, parish, or local School Boards to provide for the admission of students, and the transfer of school funds or other payments by one School Board to another for, or on account of, any such authorized transfers.

PUBLIC HIGH SCHOOL PROGRAM OF CHOICE

For the purposes of this policy, *a program of choice* shall mean a public high school program that allows a student to concurrently pursue a high school diploma and one of the following:

1. A postsecondary degree, credential, or certificate.

2. A state-registered apprenticeship or pre-apprenticeship.

A student may enroll in a program of choice offered within his/her school system, without regard to attendance zones, provided that both of the following apply:

1. The program of choice and the high school offering the program have available capacity at the appropriate grade level.

2. The program of choice is not offered at the public high school in which the student was most recently enrolled or would otherwise attend.

Capacity for each high school and each program of shall be determined as provided above under Louisiana Public School Choice, and the transfer request period shall be the same as for Louisiana Public School Choice.

The School Board shall determine and make available the process for submitting a transfer request, admission requirements, if any, for each program of choice, and the process for requesting review by the State Board of Elementary and Secondary Education in accordance with La. Rev. Stat. Ann. §17:4035.1 of a denial of a request to transfer to a program of choice.

The School Board shall partner with local businesses and public postsecondary education institutions to grow programs of choice that are relevant to the school's local area and to the state and that lead to careers in high-demand, high-paying fields, and work to ensure that programs of choice are evenly distributed, to the greatest extent possible, among the high schools in the school system.

The authority to enroll a student in a program of choice shall not be permitted and shall not be exercised if doing so violates an order of a court of competent jurisdiction.

The provisions of this policy shall not be construed as requiring a high school or a program of choice with selective admission requirements to enroll a student who does not meet the admission requirements, regardless of whether the school or program of choice has available capacity.

Revised: October 9, 2014
Revised: February 10, 2022
Revised: October 6, 2022

Ref: La. Rev. Stat. Ann. §§17:105, 17:4035.1, 17:4035.2; *Louisiana School, District, and State Accountability System*, Bulletin 111, Louisiana Department of Education; Board minutes, 11-10-05, 10-9-14, 2-10-22, 10-6-22.

STUDENT ABSENCES AND EXCUSES

The Claiborne Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

The parent or legal guardian shall be responsible for the attendance of the student at the school to which the student is assigned.

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's *third* unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the student's school attendance of any such prohibited absence by a student.

TYPES OF ABSENCES

The days absent for elementary and secondary school students shall include *excused absences, unexcused absences*, and *suspensions/expulsions*.

A. *Excused absences* are absences which are not considered for purposes of truancy, including absences incurred due to extenuating circumstances as listed below.

B. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program.

C. *Suspension/Expulsions* are absences in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site.

A student who is absent, including a suspended student, shall be allowed to submit missed assignments and tests and shall be eligible to receive the same academic credit and grades originally available when work is completed satisfactorily and in a timely manner.

EXTENUATING CIRCUMSTANCES

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.

2. Extended hospital stay in which a student is absent as verified by a physician or dentist.

3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.

4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.

5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.

6. Observance of special and recognized holidays of the student's own faith.

7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.

8. Absences as verified by the principal or his/her designee as stated below:

    A. Prior school system-approved travel for education;

B. Death in the immediate family (not to exceed one week); or,

C. Natural catastrophe and/or disaster.

9. Expectant and parenting high school students shall be granted excused absences as delineated in policy *JQA, Expectant and Parenting Students*.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

MENTAL OR BEHAVIORAL HEALTH ABSENCES

A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any school work missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include referral to medical services outside of the school setting.

SCHOOL-APPROVED ACTIVITIES

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

CHILD PERFORMERS

Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness,

contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

REPORTING ABSENCES

The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Revised: September, 2008
Revised: August, 2010
Revised: May, 2011
Revised: January 7, 2016
Revised: July, 2022
Revised: August 10, 2023
Revised: September 11, 2025

Ref: La. Rev. Stat. Ann. §§17:221, 17:221.8, 17:226, 17:226.1, 17:230, 17:232, 17:233; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-6-08, 11-11-10, 1-7-16, 8-10-23, 9-11-25.

TRUANCY

The Claiborne Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

RESPONSIBILITIES OF PARENT/LEGAL GUARDIANS

The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the School Board, until the student has caught up with his or her school work. The parent or legal guardian shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his or her missed school work and any assistance fair conducted by the School District that provides information on supports available to families.

The principal of each school or his/her designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security Income form that the school receives relative to that child.

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a

court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Revised: April 5, 2012
Revised: August 8, 2024

Ref: La. Rev. Stat. Ann. §§14:92.2, 17:221, 17:221.1, 17:223, 17:228, 17:233; Louisiana Children's Code, Art. 728, 730; Board minutes, 11-6-08, 4-5-12, 8-8-24.

ATTENDANCE REPORTS FOR STUDENT DRIVERS

In accordance with state law, students are obligated to attend school regularly, and be in attendance a minimum number of days during the school year. In order for a minor to obtain or renew a driver's license or learner's permit for the operation of a motor vehicle, the minor shall present evidence to the *Office of Motor Vehicles* that the minor is enrolled and is attending school or a recognized program or has completed the required minimum units of credit for graduation. Upon request of any minor who is enrolled and attending a school and who is eligible to apply for a driver's license, the Superintendent, principal, or appropriate designee shall provide to him/her documentation of his/her meeting the required attendance requirements.

A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the Claiborne Parish School Board to provide written notification of a minor student who has been determined by the principal to be a dropout or habitually absent or tardy to the Louisiana *Office of Motor Vehicles* for denial or suspension of driving privileges.

In addition, a minor student's driver's license or permit may also be suspended when written notification is received by the *Office of Motor Vehicles* from the principal that the minor student has been expelled or suspended from school or assigned to an alternative educational setting for ten (10) or more consecutive school days. Such disciplinary action shall be limited to expulsions, suspensions, or alternative educational assignments for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery of a member of the school faculty or staff.

The School Board, through the principal, shall provide written notification to any minor whom the principal has determined to be a dropout or habitually absent or tardy and his/her parent or guardian that the principal intends to subject the minor to driver's license denial or suspension. The written notification shall advise the minor of his/her right to seek a hearing of the School Board of such determination or to make a request of the School Board to obtain a hardship waiver within fifteen (15) days of the mailing of the notification. The principal shall send a copy of the notification to the School Board.

If the School Board is notified of a request for a hearing or a request for a hardship license within fifteen (15) days after the date of mailing the written notification, the School Board shall hold a hearing to make a determination upon such request. If no such request is received by the School Board, or if the School Board determines after a hearing that such student is a dropout or is habitually absent or tardy and is not entitled to a hardship waiver, then the School Board shall provide written notification to the *Office of Motor Vehicles* that the minor's license should be suspended or denied.

HARDSHIP WAIVER

The School Board may waive the attendance requirements for any minor for whom a personal, family, or economic hardship requires the minor to have a driver's license for his/her own, or his/her family's employment or medical care as provided in La. Rev. Stat. Ann. §17:226. The minor or his/her parent or legal guardian may present other evidence that indicates compliance with attendance requirements outlined in state law at the waiver hearing.

The School Board shall notify the *Office of Motor Vehicles* of the outcome of the minor's hardship waiver hearing within twenty-four (24) hours after conducting the hearing.

DEFINITIONS

Dropout, for purposes of this policy, means a person fifteen (15) years of age or older but less than eighteen (18) years old, who was enrolled in a school and withdrew or who was enrolled at the end of the previous school year and is not enrolled on October first of the following school year or who has more than ten (10) consecutive days of unexcused absences from school or fifteen (15) days total unexcused absences during a single semester.

Dropout does not mean a person who:

a. is temporarily absent due to illness, suspension, or expulsion;

b. is attending or has graduated or completed another educational program approved by the Louisiana Board of Elementary and Secondary Education;

c. transferred to a nonpublic school, a correctional institution, or an approved home school program or moved out of state.

Habitually absent or tardy is when either condition continues to exist after all reasonable efforts by a principal or other appropriate authority have failed to correct the condition after the fifth (5^{th}) unexcused absence or fifth (5^{th}) unexcused occurrence of being tardy within any month or if a pattern of five (5) absences a month is established or as otherwise provided in La. Rev. Stat. Ann. §17:233.

Minor means an unemancipated child who is at least fifteen (15) years of age but less than eighteen (18) years of age.

New policy: November 10, 2011 Revised: January 7, 2021
Revised: November 6, 2014

Ref: La. Rev. Stat. Ann. §§17:81, 17:221, 17:226, 17:233, 17:416, 32:414, 32:431, 32:431.1; Board minutes, 11-10-11, 11-6-14, 1-7-21.

DUE PROCESS

The Claiborne Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision. The degree of procedural due process afforded in any disciplinary situation shall be dependant upon two factors: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty.

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV, '1; Ingraham v. Wright, 97 S.Ct. 1401 (1977); Goss v. Lopez, 95 S.Ct. 729 (1975); Carey v. Piphus, 98 S.Ct. 1042 (1978).

STUDENT SEARCHES

The Claiborne Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Accordingly, students possess no expectations of privacy in such areas. Any teacher, principal, administrator, or school security guard employed by the School Board may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. The School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students. Any student not present during the search shall be informed of the search immediately thereafter.

Students and parents shall be notified in writing at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on School Board property and at school sponsored events. Signs of high visibility informing the general public of the School Board's authority to search shall be posted at entrances to all School Board buildings and facilities.

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, according to school discipline policies. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials when criminal violations are indicated.

WRITTEN RECORD OF SEARCH

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical a written record shall be made thereof by the school administrator/designee conducting the search and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s)/guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator/ designee.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without additional consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned and the student shall be subject to disciplinary action and may be banned from parking any vehicle on school property. Any student not present during the search shall be informed of the search immediately thereafter.

USE OF CANINES

The school administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized law enforcement handler who shall be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement

shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

INDEMNIFICATION

Indemnification of any School Board employee who is sued for damages based on any act or omission in the directing of and disciplining of school children shall be made by the Claiborne Parish School Board to the extent required by state law.

Revised: August 9, 2018

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. ''17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725 (M.D. Ala. 1970); State v. Stein, 203 Kan. 638 456 P.2d (1969); New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733; *Louisiana Handbook for School Administrators,* Bulletin 741, Louisiana Department of Education; Board minutes 8-9-18

SEARCHES OF STUDENT'S PERSON

The Claiborne Parish School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his or her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Strip searches are specifically prohibited.

If a school administrator suspects the presence of firearms, weapons, illegal drugs, stolen goods, or other materials or objects the possession of which is a violation of School Board policy, random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

Any search of student's person, pat-down or otherwise, shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Strip searches are forbidden. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The school administrator/designee shall immediately contact the student's parent/guardian, appropriate law enforcement agency (when appropriate) and the Superintendent. The Superintendent, upon further investigation, shall notify the School Board.

Upon any such violations, the student(s) shall be automatically suspended and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials.

WRITTEN RECORD OF SEARCH

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be immediately sent to the Superintendent. The student and parent(s)/guardian(s) shall be given a written receipt for any items seized and/or impounded by the school administrator/designee.

CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or Board.

INDEMNIFICATION

Indemnification of any Board employee who is sued for damages based on any act or omission in the directing of and disciplining of school children shall be made by the Claiborne Parish School Board to the extent required by state law.

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV; Moore v. Student Affairs Committee of Troy State University, 284 F.Supp. 725 (M.D. Ala. 1970);

La. Rev. Stat. Ann. ''17:416, 17:416.3.

USE OF METAL DETECTORS

The Claiborne Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safer environment for the students, staff and public under its jurisdiction. Therefore, the Claiborne Parish School Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on Board-owned property and/or campuses or at school sponsored events. Searches with metal detectors may be performed by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the Claiborne Parish School Board's *Policy Manual* concerning searches of a student, employee, and/or other person, shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's and/or any other subject's person or in his/her personal effects. The use of metal detectors shall be approved by administrative personnel prior to implementation of a search.

GUIDELINES

The use of metal detectors, whether stationary or hand-held, for the search of students, employees and/or other persons shall be in accordance with the following guidelines:

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.

2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and any other person on School Board property and at school sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.

3. Students shall be given notice that they are subject to a search with a metal detector or by other means authorized, as a condition of entry in school, bus, or school activity, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of

their persons and/or possessions.

4. Should a student refuse to cooperate or become unruly during any search, school personnel have two (2) options:

   A. Forcibly take the item from student to be searched.

   B. If there is reason to believe the student's behavior may become violent, school personnel shall call police and inform them of the situation.

      1. Inform student the police have been called.

      2. Obtain witnesses' written statements that justify reasonable suspicion.

      3. Inform the police that there is suspicion that the student has something hidden.

Ref: La. Rev. Stat. Ann. ''17:416, 17:416.3; State v. Stein. 203 Kan. 638 456 P.2d (1969).

INTERROGATIONS

The Claiborne Parish School Board recognizes the responsibility of law enforcement and child protection agencies to protect all citizens by enforcing the laws of the community, as well as the School Board's responsibility to protect the students attending its schools. To this end, all law enforcement and other public agency officials visiting any school premises to obtain information and/or on other official business shall be required to first report to the office of the principal, state the purpose of his/her visit, and produce proper identification.

Any interrogation of a student by any law enforcement or other public agency official shall be conducted in accordance with School Board policy *KLG, Relations with Law Enforcement Authorities*. If the topic of the interview is child abuse and the investigator determines that the student should be interviewed independently of his/her parent(s)/legal guardian(s) and that the school is the most appropriate setting for the interview, then the school principal or his/her designee may permit the interview/ interrogation without contacting the student's parent(s)/legal guardian(s). It will be the responsibility of the investigator in child abuse cases to determine who will be present during such interviews.

Revised: November 9, 2017

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 11-9-17.

STUDENT CONDUCT

The Claiborne Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher and every other school employee shall be authorized to hold every student to a strict accountability for any disorderly conduct, and discipline policies shall be applicable, in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained.

Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

STUDENT CODE OF CONDUCT

While the School Board cannot reasonably be expected to develop a *Student Code of Conduct* in such detail as to anticipate every type of misconduct that could possibly occur, the Board shall develop and maintain a *Student Code of Conduct*, which shall enumerate the necessary discipline action to be taken against any student who violates the *Code of Conduct*. It shall be in compliance with all existing policies, rules, and regulations of the Louisiana Board of Elementary and Secondary Education and all state laws relative to student discipline.

Prior to the beginning of each school year, all schools of the Claiborne Parish School District shall provide each student, and his/her parent, tutor, or legal guardian with a *Student Handbook* or similar document that identifies and explains discipline policies, rules or regulations, and procedures that are parish-wide and/or specific to that school, as well as outline the consequences for students who violate the *Student Code of Conduct* or any school policy, regulation, or procedure. Such consequences may include, but may not be limited to, oral or written reprimands, parental contact, removal

of the student from the classroom, detention, corporal punishment, in-school suspension, suspension from school, assignment to an alternative school, recommending expulsion from school, or any other disciplinary measure authorized by the principal in conjunction with state law and/or Board policy.

ORIENTATION/NOTICE

Students shall be informed by school authorities that violations of Board policy and school rules or regulations may result in a range of disciplinary actions including suspension or expulsion. Each school shall plan and conduct an orientation and other meetings within the first five (5) days of school each year to fully inform all employees and students of all discipline policies, provisions of the *Student Code of Conduct* applicable to such students, and rules and regulations necessary for the safe and orderly operation of the public schools. The orientation shall also include information on the consequences of failure to comply with disciplinary rules and requirements of the *Student Code of Conduct*, particularly bullying and similar prohibited conduct, including suspension, expulsion, the possibility of suspension of student's driver's license, and the possible criminal consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm-free zone, as well as the contents of the *Teacher Bill of Rights*. Meetings shall also be held throughout the school year as may be necessary to inform new employees and new students of such discipline policies, and regulations, contents of the *Student Code of Conduct*, and pertinent school rules.

The orientation instruction shall be age appropriate and grade appropriate and take into consideration whether the student is in a regular or special education program.

Any student who does not receive the orientation during the first five (5) days of the school year shall be provided an orientation during the first five (5) days of the student's attendance.

STATEMENT OF COMPLIANCE

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences. Failure by a student and/or parent or guardian to sign the respective *Statement of Compliance* may result in disciplinary action.

Revised: January 10, 2013

Ref: La. Rev. Stat. Ann. ''17:223, 17:235.2, 17:416, 17:416.1, 17:416.8, 17:416.12, 17:416.13, 17:416.20; Board minutes, 11-6-08, 1-10-13.

STUDENT SMOKING, TOBACCO AND MARIJUANA USE

Student possession or use of any tobacco product, smokeless tobacco, or marijuana products in any form, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods and similar devices, shall be prohibited on and in all Claiborne School Board property and vehicles, and at all school-sponsored or school-approved functions.

School Board property shall include any elementary or secondary school grounds or buildings, any portable buildings, field houses, stadiums, equipment storage areas, vacant land, or any other property owned, operated, or leased by the School Board.

Students who violate these policy provisions shall be disciplined in accordance with the Student Code of Conduct.

Revised: November, 2017
Revised: August 8, 2024

Ref: La. Rev. Stat. Ann. §§17:240, 17:416, 40:1291.1, 40:1291.2, 40:1291.3, 40:1291.11, 40:1291.21; Board minutes, 12-5-95, 8-8-24.

STUDENT ALCOHOL AND DRUG USE

The Claiborne Parish School Board is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession, exchanging, distributing, selling, or possession with intention of selling, on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the principal in accordance with Board policy.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges.

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and his/her designee in the school as well as the *Substance Abuse Prevention Team.* School officials, teachers and/or Board employees shall report all violators to the principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges.

Reports shall also be made to the Supervisor of Child Welfare and Attendance and other appropriate personnel, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages.

The principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the principal shall then notify them of the action by sending a letter and/or the suspension form within twenty-four (24) hours. Care shall be given to afford due process to all students.

Any student who exchanges, distributes, sells, dispenses, or possesses with the intention of selling any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises or at a school

function shall be expelled pursuant to the provisions and guidelines as set forth in state law and Board policy.

Referral for Treatment

Any student arrested for distribution on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen and paid for by the student's parent or tutor. If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

The principal and law enforcement officer shall report findings along with the recommendation for treatment, counseling or other appropriate action to the Superintendent or the Supervisor of Child Welfare and Attendance at the due process hearing.

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 on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The Claiborne 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.

Revised: October 6, 2011

Ref: La. Rev. Stat. Ann. ''14:403.1, 17:405, 17:416, 40:617.1, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Board minutes, 10-6-11.

DANGEROUS WEAPONS

The Claiborne Parish School Board has enforced a long standing policy concerning the possession of weapons on school property. In recent years Federal and State legislation have expanded and classified specific rules that promote safe and violence-free school campuses, properties, and functions. Furthermore, the School Board, through this policy, shall emphasize that the carrying of a firearm or dangerous weapon on school campuses or within one thousand feet of a school (firearm-free zone), on a school bus, or at school related functions is illegal and creates an unsafe environment for student and staff.

The Claiborne Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception as permitted by state law. A *dangerous weapon* means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff's office where the school is located and shall deliver any firearm or weapon seized to that agency.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material may result in a misdemeanor. When a principal or designated administrator violates any provisions of this policy, a report on such violations shall be made by the complainant to the Superintendent. The Superintendent or his/her designee shall conduct a hearing on the alleged offense.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents or legal guardian.

IMITATION OR TOY WEAPONS

Any object in the form of a weapon, whether it be imitation, facsimile, or a toy, shall be banned from school campuses, buses, and all school activities. The uninvited presence of an imitation, facsimile, or toy weapon on school campuses may cause confusion, fear, and disruption to the academic goals and educational process. Any student violating this policy may be suspended for a duration as determined by the principal and/or recommended for expulsion.

FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. 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.

DISPOSAL OF WEAPONS

Those items returned or not retained by law enforcement agencies shall be referred to the School Board's attorney for disposition.

Revised: February 9, 2017

Ref: 20 USC 7961 (*Gun-Free Requirements*); La. Rev. Stat. Ann. §§14:2, 14:95, 14:95.2, 14:95.6, 17:416, 17:416.3, 32:292.1; Board minutes, 7-13-95, 2-9-17.

SCHOOL BUS CONDUCT

The Claiborne Parish School Board recognizes the driver of a school bus to be in authority with regard to pupil behavior in or about the vehicle which he/she operates. School Board regulations regarding proper conduct on school buses shall be provided in writing to students and parents/legal guardians at the start of school each year. The driver shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parents of pupils, in such cases, to provide transportation to and from school during the period of bus suspension.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the Superintendent.

PROCEDURES FOR REPORTING BUS CONDUCT

1. All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.

2. One copy of the *School Bus Behavior Report Form* shall be signed by the parent and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.

3. In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.

4. Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the driver. A copy of the report may also be sent to the Superintendent or designee.

5. In the event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or designee.

Ref: La. Rev. Stat. Ann. ''17:81, 17:223, 17:416, 17:416.1.

STUDENT USE OF ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall have in their possession, use or operate any personal electronic device including any mobile telephone service (cell phones and camera phones), any other electronic telecommunication device, or other electronic devices, including but not limited to cameras, video tape recorder, audio recorder, digital recorder of any kind, iPods, tape players, CD players, MP3 players etc. and their contents, in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students to and from school.

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day, including wearable technology capable of sending or receiving text messages and other similar notifications. The *instructional day* shall begin at the time students arrive on campus prior to the take-in bell and conclude upon the dismissal bell at the end of the day.

If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices, shall include, but not be limited to, cellular telephones, personal computers, laptops, electronic instruments, iPads, iPods, wearable technology such as smartwatches, tablet devices, e-readers, or similar devices.

In the event a teacher or other instructional staff suspects that an electronic telecommunication device is turned on or being used and is located in a place where it is not open and obvious (i.e. hidden on a student and/or in a student's backpack), the teacher or other instructional staff should not search the student or the student's belongings but shall refer the issue to the principal or his/her designee.

These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

These provisions shall also apply to any school-sponsored event, including athletic competitions and field trips, which take place during an instructional day.

During the instructional day, parents or guardians may contact students through the school’s office.

Students shall not utilize school-issued devices to access personal messaging features and social media accounts not used for educational purposes.

The principal or his/her designee shall not impose on a student any disciplinary actions when any electronic telecommunication device is stored in a motor vehicle and there is no evidence of the student's intent to use or operate the device during the instructional school day.

For purposes of this policy, the terms *use* and *operate* shall mean whenever the electronic telecommunication device is turned on. Devices discovered in the possession of a student shall be confiscated whether on or off. Refusal to relinquish a device shall constitute willful disobedience and shall be handled accordingly.

The Claiborne Parish School Board shall not be responsible for any electronic devices, including cell phones, lost or damaged while on School Board property.

Violations of this policy will result in disciplinary measures including but not limited to, suspension and/or expulsion from school, as listed in the *Student Code of Conduct.*

Revised: July 11, 2013
Revised: August 8, 2024
Revised: March 6, 2025

Ref: La. Rev. Stat. Ann. §§17:239, 17:416, 17:416.1; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 7-11-13, 8-8-24, 3-6-25.

BULLYING AND HAZING

The Claiborne Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment for all students, regardless of race, color, religion, ancestry, national origin, natural, protective, or cultural hairstyle, sexual orientation, gender, gender identity or expression, physical characteristics, political persuasion, mental or physical disability, attire or association with others identified by such categories, so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. All students shall be protected and without regard to the subject matter or the motivating animus of the bullying. Students and their parents or legal 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 made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school or any school-sponsored activity or event shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing or similar behavior towards other students or school personnel 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

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, at any designated school bus stop, in any other school bus or any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. Where the pattern of behavior as enumerated above has 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 is 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.

Each elementary and secondary school shall institute a program to prohibit and prevent bullying. The program shall:

1. Define bullying as provided above.

2. Ensure each student, each student's parent or legal guardian, and each school administrator, teacher, counselor, bus operator, school employee, and volunteer is aware of his/her duties and responsibilities relative to preventing and stopping bullying.

3. Provide for a process for reporting and investigating alleged incidents of bullying.

4. Provide for appropriate discipline of a student found guilty of bullying.

5. Provide for appropriate remedies for a student found to have been bullied.

6. Provide for procedures for investigating and reporting each school administrator, teacher, counselor, bus operator, and school employee for failure to act as provided.

HAZING

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, terrorizing, 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. The form shall be available on the website of each public elementary and secondary school.

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, or any parent or legal 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 legal guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any chaperone supervising a school function or activity. Any report shall remain *confidential* to the extent allowed by law.

School Personnel

Any school employee, whether full- or part-time, and any chaperone supervising a school function or activity, who witnesses or learns of bullying, hazing, or similar behavior immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or chaperone on the same day as the employee or chaperone 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 or 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 school rules or School Board policy.

INVESTIGATION PROCEDURE

Investigations of any reports of bullying, hazing, or similar behavior of a 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 as expeditiously as possible, but 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 oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not 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 parent or legal guardian of each involved student 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 perpetrator 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 perpetrator.

B. Parents or legal guardians of the alleged victim and of the alleged perpetrator 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 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 of each involved student, the principal or his/her designee or School Board shall:

A. Prepare a written report containing the findings of the investigation, including input from the involved 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 each involved student.

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.

F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

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.

Handling Evidence

Whenever an employee/administrator receives notice of an allegation of bullying, hazing, or similar behavior, including threats, any physical evidence of the alleged act/communication obtained by the building administrator in his investigation of same shall be privately stored in his office. If the act/communication is in the form of graffiti, the area of graffiti shall be sealed off by the building administrator to the extent possible and/or photographs of it shall be taken. Offensive graffiti shall be removed as soon as possible, but it shall not be removed until law enforcement has been notified and has been given an opportunity to examine it.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent or legal guardian, 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 legal guardian, 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 interfere with the educational opportunities or educational programs of the student victim and/or adversely affect 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 alleged 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 School 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.

FAILURE TO ACT

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

RETALIATION

Retaliation against any person who reports bullying, hazing, terrorizing, or similar behavior in good faith, who is thought to have reported such conduct, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, terrorizing, 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: November 1, 2010
Revised: January 10, 2013
Revised: October 10, 2013
Revised: May 11, 2017
Revised: November 8, 2018
Revised: July, 2022
Revised: September 11, 2025

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. ''14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13, 17:416.14; La. Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S. Ct. 1661 (1991); Board minutes, 1-7-02, 11-1-10, 1-10-13, 10-10-13, 5-11-17, 11-8-18, 9-11-25.

STUDENT DRESS CODE

The policy of the Claiborne Parish School Board shall be that no mode of attire shall be considered proper for school wear that distracts from or disrupts classroom and school decorum. In questions regarding student dress and grooming, the principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The School Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date.

If the School Board modifies the existing uniform policy, it shall notify, in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

DRESS AND PERSONAL GROOMING

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school-related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

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. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus.

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

GUIDELINES

1. All pants and/or walking shorts shall be Navy, Khaki, or a color approved by the school principal.

2. All shirts shall either be White or the adopted school colors for that school. Shirts must have a collar and may be short or long sleeve, pullover or button up. No other color will be permitted.

3. Principals shall have the latitude to determine the appropriateness of the footwear within his/her respective school, as long as applications of rules are consistent and students are made aware of the rules.

4. Boys must have *conservative haircuts and may have *neatly groomed facial hair.

5. Hats, caps, headcoverings, sweatbands, or bandannas are not allowed on campus. EXCEPTIONS: Students may wear caps or hats for warmth outside only during inclement weather. Athletic events requiring caps are acceptable.

6. No earrings for boys.

7. No body-piercing jewelry other than earrings for girls.

8. Items of apparel or jewelry that distract from the instructional process are not allowed.

9. Eyeglasses or sunglasses are prohibited unless prescribed by a doctor.

10. CD players, tape players, or radios are not allowed. Electronic devices such as pagers, handheld games, and cell phones, etc., are prohibited by state law. This includes “look-alike” devices. If any are brought to school, they will be confiscated.

11. Inappropriately cut or torn clothing is not allowed.

12. All fasteners for use with an article of clothing will be used (buttons, snaps, and zippers, etc.) with the exception of the top button of a shirt or blouse collar.

13. Shirttails shall be tucked in, or shall present a *neat appearance.

14. Belts are required for pants designed to be worn with belts.

15. The appropriate length of skirts/shorts/pants will be left to the discretion of the school principal.

16. Sagging pants are not allowed.

17. Bare midriffs are not allowed.

18. Suggestive writing or advertisement of products such as alcohol, drugs, or tobacco products in any form is not allowed on any item of clothing. Controversial slogans or writings on items of clothing are prohibited. Satanic, occult, or gang related symbolism in any form is prohibited.

19. Backless tops, halter tops, low-cut blouses, crop tops, and tank tops are prohibited.

*The definition of “conservative”, “neatly groomed”, and “neat appearance” shall be left to the discretion of the school principal.

DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct.*

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Revised: November 11, 2010
Revised: October 8, 2015

Ref: Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5th Cir. 1972); La. Rev. Stat. Ann. "14:95.9, 17:81, 17:416.7; Board minutes, 2-5-09, 11-11-10, 10-8-15.

STUDENT COMPLAINTS AND GRIEVANCES

The Claiborne Parish School Board, recognizing that problems may arise in schools, shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, a written complaint shall be initiated, dated and signed by the complainant, and submitted to the principal.

For the discussion and consideration of the grievance, any student or group of students should request in writing a meeting time and place with the school principal. One faculty member or other designated representative may be present at such meeting. Such time and place will be designated immediately upon receipt of the written request.

If a grievance is not satisfactorily resolved after meeting with the principal, a student or group of students shall follow the same procedures outlined in policy *GAE, Complaints and Grievances*, for further consideration of their grievance.

Other problems or concerns of students should be handled through the Student Council of the school or informal communications with any staff member.

SEXUALLY RELATED STUDENT MISCONDUCT

The Claiborne Parish School Board disapproves of and does not tolerate sexual misconduct by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual misconduct does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and therefore interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere, but that does not rise to the level of sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. Sexually related misconduct includes any type of sexually coercive conduct, including, but not limited to, threats, comments, jokes or overtures of a sexual nature.

COVERAGE

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the Claiborne Parish School District. It applies at school, school sponsored events on or off school grounds, and in situations which are related to operations of the school.

COMPLAINT PROCEDURE

Any student who has a complaint of sexual misconduct against another student, employee, or non-employee engaged in business with the School Board shall submit in writing to the principal the nature of the complaint, including specific alleged act(s) which constitute the alleged misconduct, the person or persons who the complainant alleges committed the misconduct, witnesses to the alleged act(s), and the date(s) and time(s) of the alleged act(s). Should the claim of sexual misconduct be brought against the principal of the school, the complaint should be brought directly to the Supervisor of Child Welfare and Attendance or his/her designee or the Title IX Coordinator. The complaint shall be forwarded to the appropriate administrator as soon as possible following the alleged action. All complaints of sexual misconduct shall be investigated thoroughly and promptly and the complainant's parents/guardian shall be notified immediately.

The appropriate designated administrator shall meet with the witnesses and the persons accused of the alleged act(s) of sexual misconduct and shall document the discussions with these individuals. Upon completion of the investigation, the designated administrator shall submit a report to the Superintendent with a recommendation for whatever action he/she deems appropriate based upon the severity of the violation. The investigation and report shall be completed within ten (10) workdays after the initial meeting with the complainant. If the investigator finds no evidence to substantiate the complaint, he/she shall state in writing his/her reasons for the finding. If warranted, disciplinary action shall

be taken up to and including termination of an employee or expulsion of a student. Any disciplinary action regarding an employee shall be placed in the employee's personnel file which will reflect the action taken and the grounds therefor.

After any sexual misconduct complaint process is completed, the designated administrator shall follow up to ensure that the alleged act(s) have ceased.

SUSPECTED CHILD ABUSE

If the victim of the alleged sexual misconduct is a minor student and if the alleged misconduct falls within the definition of *abuse* as found in School Board policy *JGCE, Child Abuse and Neglect*, then all school employees with knowledge shall be considered *mandatory reporters* and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting must be made in addition to any procedures for handling sexual misconduct complaints.

NONRETALIATION

Retaliation against any employee or student who brings sexual misconduct charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual misconduct complaint or assisting in the investigation of such a complaint shall not be adversely affected, discriminated against or punished because of the complaint.

STUDENT DISCIPLINE

All recommendations for student discipline shall be handled by the Superintendent. Parents shall be notified of any complaint of sexual misconduct. A meeting of the Superintendent, principal, student, and the student’s parent/guardian shall be required.

Revised: August 6, 2020

Ref: 42 USC 2000e (*Civil Rights-Definitions*); 29 CFR 1604.11 (*Guidelines on Discrimination Because of Sex-Sexual Misconduct*); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81; Board minutes, 12-5-95, 8-6-20.

DEMONSTRATIONS OF STUDENTS

It is recognized by the Claiborne Parish School Board that individual students or groups of students may, from time to time, feel the need to assert their collective sentiments in matters of public opinion. Students have a right to express their opinions, in a proper manner, and to exercise the opportunity to discuss any problem with their teachers and principal. It is the duty of the principal to always keep lines of communication open with his/her students, and to listen to the complaints in a fair and sincere manner.

In the expression of opinion, students shall be expected to conduct themselves in an orderly and controlled manner. Boisterous, unrestrained behavior by students shall not be tolerated. Disorderly demonstrations, sit-ins, lock-ins; or damages to school grounds, school plants, or school records shall not be permitted. Any type of demonstration that prevents the orderly progress of a school day, that prevents normal class functions, or that prevents nonparticipating students from their usual class activity, shall be considered unacceptable behavior and shall result in appropriate disciplinary action being taken by the principal. Students participating in such demonstrations shall be immediately suspended and removed from the campus; by force if necessary. Students suspended shall not be allowed to return to the campus until the suspension is terminated by the Superintendent.

DISRUPTIONS IN SCHOOLS

The Claiborne Parish School Board shall not tolerate disruptive acts or influence from any student or person at the schools. All school personnel are directed to immediately take action against any student or person who attempts to interrupt, interfere with, or obstruct the educational processes of the schools, and to report the name of any instigator or offender to proper law enforcement personnel and, if necessary, to the District Attorney's office.

Violators shall be subject to fines or imprisonment in jail, or both. If students, violators shall be suspended and shall not be permitted to return to school without the written consent and permission of the Superintendent.

When and if needed, local police officers and sheriff's deputies may be stationed at each school to ensure the safety of school personnel and students and to permit the schools to operate normally.

Ref: Jenkins v. Louisiana State Board of Education, 506 F 2d 992 (CA. 5th 1975); La.

Rev. Stat. Ann. ''17:81, 17:416, 17:416.1.

DISCIPLINE

It is the purpose of the Claiborne Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Claiborne Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employee shall endeavor to hold each student accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's *Student Code of Conduct.*

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used shall be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher and school employee may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. No principal or administrator shall prohibit or discourage a teacher or school employee from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take adverse employment action against a teacher or school employee for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

Each school shall annually provide written notice at the beginning of each school year to each teacher and school employee, including bus operators, of their rights to take or request disciplinary action against a student. Notice shall include eligibility for sick and personal leave in the event that a school employee is injured by a student who committed an assault or battery against a teacher.

Disciplinary action by a school employee may include, but is not limited to:

1. Oral or written reprimands.

2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.

3. Written notification of parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.

4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

VIRTUAL DISCIPLINE

The School Board has made virtual classes available to students in response to the COVID-19 pandemic. Such virtual instruction may be continued thereafter and when school is closed due to inclement weather, disasters, and other emergencies. The provisions of this policy and those of all student handbooks and codes of conduct shall be applicable to misconduct, whether on-campus, during virtual instruction, on a school bus, on the streets to and from school, or at a school event or activity.

The School Board has extended its on-campus conduct expectations to the virtual classroom, with a few modifications that factor in the home setting. Regular school attendance is required, and students are expected to log into classes each day. Conduct that is unacceptable and which would lead to the imposition of discipline in the regular classroom is typically unacceptable in the virtual classroom as well. Regardless of the model of instruction, student conduct is governed by La. Rev. Stat. Ann. §17:416 and the *Student Code of Conduct* and/or *Student Handbook*. At the same time, for alleged misconduct which occurs during virtual instruction, school-based administrators shall consider the need for maintaining order and appropriate conduct, the school's interest being impacted, and the student's and family's right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his/her family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall ensure that, prior to logging into and during any virtual classroom, the view from their camera is free of any object, writing, picture, or other display which, if possessed on school buses, in

the classroom, or on school property, would subject the student to disciplinary action or they have engaged the district-approved virtual background screen.

Students are cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct* and this *Virtual Discipline* policy may be subject to discipline in accordance with the Student Code of Conduct and this policy.

In addition, a student's work should reflect the effort of the student alone. Those rules/policies governing academic honesty as well as those prohibiting cheating apply equally in a virtual setting. All academic work should be completed by the student to ensure the ability to accurately measure the achievement of minimum standards necessary for credit/promotion.

The following non-exclusive list of behaviors are prohibited in the virtual classroom and may result in disciplinary action:

- Bullying and/or cyberbullying
- The use of harassing or discriminatory language
- Use of obscene language, profanity, inappropriate language, writing or drawings
- Academic dishonest, cheating on assignments, i.e. sharing work, answers, etc.
- Displaying pornography or nudity, whether in a printed or digital context
- Committing lewd or sexual acts or simulations*
- Repeated disruptions of the classroom
- Display of nudity, indecent dress, disrobing, etc.
- Exhibiting disrespect for the teacher or other school personnel
- Interference with the instructional audio or video
- The handling or display of weapons or facsimile weapons*
- Use or display of drugs, alcohol, tobacco, or vaping devices
- Willful disobedience/refusing to comply with reasonable request of teachers
- Divulging confidential information
- Violation of computer/password security
- Violations of the School Board's/School's *Acceptable Use Policy* or *Device Contract*
- Any action deemed s being disruptive/detrimental to the learning environment

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the *Code of Conduct*. As with all other forms of misconduct, the level of discipline, if any, for violations in a virtual setting will depend upon the age of the student, seriousness of the offense, the disruptive nature of the misconduct, whether the

conduct involved violence or the threat of violence, whether the misconduct impacted the safety or orderly environment of the classroom, the student's prior disciplinary record, etc.

*School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct-the teacher shall have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

Any student removed from class in kindergarten through grade five (5) shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher initiating the disciplinary action. A student removed from class in grades six (6) through twelve (12) shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.

6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school work and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

For the purposes of this section, *classroom* shall include on-campus or virtual instruction.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.

Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian is required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

STUDENT MISCONDUCT AT END OF YEAR

Any non-graduating student who commits offenses during the last ten (10) days of the school year which carry recommendations for suspension or expulsion beyond the end of the school year shall have such recommendation extended into the next school year.

Any graduating senior who commits a serious major or criminal infraction after the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year. Seniors shall be made aware of this policy prior to the final exam period and a notice of the policy shall be mailed to parents from the school.

PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to **require** the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

DELINQUENT STUDENTS

Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

1. Seventeen (17) years of age or older with less than five (5) units of credit toward

graduation;

2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or

3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

Out-of-school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

In-school suspension means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention may subject the student to immediate out-of-school suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the behavior and conduct of the student.

Expulsion (unless otherwise defined as a permanent expulsion by law) shall mean the

removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

Firearm means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

Virtual instruction means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Revised: April 5, 2012
Revised: January 10, 2013
Revised: December 10, 2020
Revised: July, 2021
Revised: July, 2022
Revised: August 8, 2024
Revised: November 6, 2025
Revised: October 15, 2026

Ref: 42 USC 12112 et seq. (*Equal Opportunity for Individuals with Disabilities)*; La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1, 17:416.13; *Regulations for Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 1-10-13, 12-10-20, 8-8-24, 11-6-25, 10-15-26.

CORPORAL PUNISHMENT

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

The Claiborne Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is used, it shall be administered with care, tact and caution.

The use of any form of corporal punishment is prohibited in any public school unless the student's parent or legal guardian provides written consent for the use of corporal punishment in a document created by the state Department of Education solely for such purpose. Such consent applies only to the school year in which it is given.

No form of corporal punishment shall be administered to a student with an exceptionality as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under *Section 504 of the Rehabilitation Act of 1973* and has an *Individual Accommodation Plan*. However, the parent or legal guardian of a student who is gifted and talented and has no other exceptionality may authorize the use of corporal punishment as otherwise provided by this policy.

Pursuant to La. Rev. Stat. Ann. § 17:416.1, *corporal punishment*:

1. means using physical force to discipline a student, with or without an object.

2. includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort. Taping a student's mouth shut or otherwise restricting his or her airway in any manner is prohibited regardless of parental consent.

3. does not include:

    i. the use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.

    ii. the use of seclusion and physical restraint as provided in La. Rev. Stat. Ann. §17:416.21.

In the Claiborne Parish School System, administration of corporal punishment is allowed only in the form of paddling the buttocks.

The following guidelines shall apply to any use of corporal punishment:

1. Corporal punishment may be administered by only the principal, assistant principal, or the principal's designated representative and must be in the presence of a second school employee who shall be informed beforehand and in the student's presence of the reason(s) for the punishment.

2. Corporal punishment shall be administered in the office of the principal, assistant principal or in such other place or places as may be designated by the principal.

3. At no time shall corporal punishment be administered in the presence of another student.

4. Corporal punishment shall not be used unless the student is informed beforehand that specific misbehavior could occasion its use, and it should not be used as a first line of punishment. Its use should follow specific failures of other corrective measures to effect student behavior modification. Corporal punishment shall be used only as a last resort for students with significant behavior problems and only within the guidelines provided. Procedures for administering corporal punishment are enumerated in the School Board's *Student Handbook.*

5. In cases where a student protests innocence of the offense or ignorance of the rule, a brief but adequate opportunity shall be provided for the student to explain his/her side of the situation.

6. The school official who has administered corporal punishment shall provide the child's parents or legal guardians, upon request, a written explanation of the reasons for same and the name of the second school employee who was present as a witness.

7. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.

8. The use of corporal punishment shall at all times be reasonable and proper. Considerations in this regard shall include but not be limited to the following:

   A. Age of child;
   B. Size of child;
   C. Sex of child;
   D. Ability to bear the punishment; and
   E. Overall physical condition of the child.

9. Corporal punishment shall not be administered in anger or with malice at any time.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

IMPERMISSIBLE CORPORAL PUNISHMENT

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment.* Any accusations involving employees using impermissible corporal punishment shall be promptly investigated, in accordance with provisions of policy *GAMC, Investigations.*

Revised: November 9, 2017
Revised: August 10, 2023
Revised: September 5, 2024
Revised: December 9, 2025

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV §1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. §§17:81.6, 17:223, 17:416, 17:416.1; Board minutes, 11-9-17, 8-10-23, 9-5-24, 12-9-25.

SUSPENSION

The Claiborne Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student for a specified period of time in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. *Notice* shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

A student who is suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, or legal guardian, court, or other appointed representative responds.

If a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student 's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor.

In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student 's teachers and the principal or other administrator.

After any second suspension of a student during the same school year, the principal or his/her designee and the employee designated by the principal to identify behavioral and mental health support services available shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the employee designated for mental and behavioral health assistance shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services or assessment and treatment.

Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

Any student in grades pre-kindergarten through five, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall** *upon committing the fourth offense*, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student 's reinstatement shall be subject to the review and approval of the School Board.

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as

a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

Appeal

Any parent or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The Court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

Any student suspended or expelled out of school shall be banned from all School Board properties, events, and functions.

MANDATORY SUSPENSION

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or

2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses for students in grades six through twelve.

A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

The School Board has also stipulated mandatory suspensions for students who have committed certain offenses as outlined in the *Student Code of Conduct*.

Assault or Battery of School Employees

Whenever a student is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school-approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider’s order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider’s order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student 's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be suspended from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

CREDIT FOR SCHOOL WORK MISSED

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

SUSPENSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Suspension of students with disabilities or exceptionalities, or an Individualized Education Program, or Section 504 Individualized Accommodation Plan shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy *JD, Discipline*.

Revised: April 5, 2012
Revised: January 10, 2013
Revised: June 6, 2013
Revised: October 8, 2015
Revised: November 5, 2015
Revised: December 10, 2020
Revised: July, 2021
Revised: March 16, 2023
Revised: August 8, 2024

Ref: La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:416.3, 17:416.23; Goss v. Lopez, 95 S. Ct. 729 (1973); *Regulations for Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 4-5-12, 1-10-13, 6-6-13, 10-8-15, 11-5-15, 12-10-20, 3-16-23, 8-8-24.

EXPULSION

The Claiborne Parish School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct. Prior to any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student 's registration card, or by electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The School Board shall provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is expelled for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

APPEALS

The parent or legal guardian of the student who has been recommended for expulsion in

accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise, the decision of the Superintendent shall be final. If requested, as herein provided and after reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action of the Superintendent or designee.

The parent or legal guardian of the pupil may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board in upholding the action of the Superintendent or designee. The Court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

The parent or legal guardian of the pupil shall have such right of review by the School Board and by the district court even if the recommendation for expulsion has been reduced to a suspension of the pupil.

FIREARMS, KNIVES, AND DRUGS

Any student, in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches (2 ½ “) in length, or any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the district attorney for appropriate action. However, the Superintendent, may modify the length of the minimum expulsion required on a case-by-case basis, provided such modification is in writing.

A student found guilty of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof shall not be subject to such expulsion unless it is the second or subsequent occurrence.

VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

ADDITIONAL REASONS FOR EXPULSION

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.

2. The principal may recommend expulsion to the Superintendent for any student in grades pre-kindergarten through five who is found carrying or possessing a knife

with a blade which equals or exceeds two and one-half (2 ½) inches in length.

3. Any students in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product or found guilty on the first occurrence of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.

4. Notwithstanding any public school state or local policies, a student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion.

5. Any student in pre-kindergarten through five, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall**, *upon committing the fourth offense*, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

6. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.

7. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of ***two-thirds ⅔ of the elected members of the School Board***, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

8. Any student found guilty of any terrorist act, in accordance with policy *JCDAF, Bullying and Hazing*.

EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.

2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS

A student enrolled in grades prekindergarten through five shall not be expelled from school for a uniform violation that is not tied to willful disregard of school policies.

READMITTANCE FOLLOWING EXPULSION

Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year when the parents or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

Readmittance After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the Superintendent. Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for immediate removal of the student from school premises and returned to the school system's alternative school setting without benefit of a hearing or other procedure upon the principal or Superintendent determining the student has violated any term or condition of the agreement. Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

Readmittance After Expulsion for Firearms, Knives, Weapons, or Drugs

In addition to the readmittance provisions for all expulsions stated above, a student that has been expelled for possessing on school property or on a bus, a firearm, knife, or other dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or loaning while on school property or a school bus any controlled dangerous substance shall not be enrolled or readmitted to any regular public school of the school system on a probationary basis prior to the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian have enrolled and participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon a documented showing by the student that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school in the school system except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide to the School Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons therefor.

CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives educational services at an alternative school site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was expelled.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy *JD, Discipline*.

Revised: April 5, 2012
Revised: January 10, 2013
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Revised: March 16, 2023
Revised: August 8, 2024
Revised: September 11, 2025

Ref: 18 USC 921 (*Firearms – Definitions*); 20 USC 7151 (*Gun-Free Schools Act*); La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1,17:416.2, 17:2092; Goss v. Lopez, 95. S. Ct. 729 (1973); *Regulations for Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes, 11-6-08, 4-5-12, 1-10-13, 10-8-15, 12-10-20, 3-16-23, 8-8-24, 9-11-25.

STUDENT WELFARE

While the Claiborne Parish School Board recognizes the potential for inappropriate behavior by students and/or adults toward the children enrolled in parish schools, it shall, to the best of its ability, take precautions and institute regulations and procedures to provide a safe and secure environment for its students in all public schools of the parish.

In its efforts to protect its students, the Board shall require, at a minimum, the following:

1. No employee or volunteer shall be alone with a student in any classroom, office, meeting room, or other similarly enclosed area on school property unless during the full time of such interaction between the student and employee, another school employee, the student's parent, or other authorized adult is present, or the student and employee are clearly visible by persons outside such area through either an open door or entrance, or through a window or other means that provides an unobstructed view of the student and employee.

   Interactions may be permitted between:

   A. a student and school counselor

   B. a student and a school employee during the administration of a test when the student's Individualized Education Program (IEP) precludes the presence of other individuals

   C. a student and a school nurse or between a student and a school employee engaged in the performance of noncomplex health procedures

   D. Any other interaction permitted as determined by the Louisiana Board of Elementary and Secondary Education (BESE)

2. Roles of employees, and especially of volunteers, in working with students shall be clearly documented. Volunteers shall sign an agreement form stating they understand the regulations and procedures governing contact with students and agree to any criminal background checks the Board may require. Thorough training shall be given all employees and volunteers regarding the child abuse prevention program.

Revised: December 9, 2021

Ref: La. Rev. Stat. Ann. §§14:403, 17:7, 17:81.6, 23:161, 23:162, 23:163; La. Children's Code, Art. 603, 609; Board minutes, 11-6-08, 12-9-21.

STUDENT INSURANCE PROGRAM

The Claiborne Parish School Board shall make available student accident insurance for purchase for students attending schools of the School District. An application form provided by the insurance carrier shall be sent home with students during the first week of school. The schools shall not be liable for any premium payment. Claim forms shall be furnished by the insurance carrier and copies shall be available in the school office.

EXTRACURRICULAR ACTIVITIES INSURANCE COVERAGE

The parents/legal guardians of all students or the student if eighteen (18) years of age or older, participating on any interscholastic athletic team, including varsity football, junior varsity football, junior high football, all basketball, baseball, track, swimming, any other competitive sport for boys or girls, cheerleading squads, dance team, band, and any sponsored work-based program, shall be required to possess student accident insurance or shall be required to sign a form declining student insurance and acknowledging full responsibility for any expenses associated with any injury suffered by the student as a result of participating in any extracurricular activity. The insurance form must be presented to the school before the student shall be permitted to participate in any athletic or other activity for which insurance coverage is needed.

Ref: La. Rev. Stat. Ann. §17:81.

SCHOOL WELLNESS

The Claiborne Parish School Board recognizes that schools should play a vital role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. The School Board shall promote a healthy school environment by supporting and emphasizing student wellness, good nutrition, and regular physical activity and making these an integral part of the total learning environment.

Schools have a responsibility to help students learn, establish, and maintain patterns of nutrition and physical activity that facilitate a healthy environment. Well-planned and effectively implemented school nutrition and fitness programs serve to enhance a student's overall health, as well as their behavior and academic achievement. The School Board shall require that all foods made available on school campuses should offer children nutritious choices, and physical activity should be incorporated into the school day as often as possible.

The Claiborne Parish School Board shall develop, implement, and maintain a comprehensive plan to encourage healthy eating and physical activity in all public schools under the jurisdiction of the Claiborne Parish School Board. The plan shall make effective use of school and community resources and equitably serve the needs and interests of all schools and staff.

SPECIFIC WELLNESS GOALS

Nutrition

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

- Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.

- All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for delivering drinking water.

- Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day* [and *ideally, the extended school day**] will meet or exceed the USDA Smart Snacks nutrition standards [*or, if the state policy is stronger, "will meet or exceed state nutrition standards*"]. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom Techniques; and

- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at http://www.foodplanner.healthiergeneration.org/

Nutrition Education

The School District will:

1. Promote and implement nutrition education that promotes lifelong healthful eating practices.

2. Use lessons that are age-appropriate, with behaviorally focused content that is developmentally appropriate and culturally relevant.

3. Use lessons that are sequential and are correlated with standards, benchmarks, and grade level expectations.

4. Provide hands-on activities that are fun.

5. Provide repeated opportunities for students to taste foods that are low in fat, sodium and added sugars and high in vitamins, minerals and fiber.

6. Focus on positive aspects of healthful eating behaviors.

7. Promote social learning techniques such as role modeling, providing incentives, developing social resistance skills, overcoming barriers to behavioral changes and goal setting.

Physical Activity

The School District will:

1. Promote and implement quality physical education programs that emphasize and promote participation in lifelong physical activities and reaching a health enhancing level of physical fitness among all students.

2. Provide students in grades K-8 with a minimum of 150 minutes per week of health and physical education.

3. Ensure that students in grades K-8 participate in planned, organized, moderate to vigorous physical activity for a minimum of 30 minutes each school day.

4. Strive toward having qualified, certified physical education teachers guide physical activity instruction in all elementary grades as well as in middle and high school physical education classes.

5. Provide staff development on standards implementation for physical education instructors.

Other School-Based Activities

The school district will:

1. Offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;

2. Recognize that daily physical activity is essential to student welfare and academic performance.

3. Encourage physical activity during recess for elementary students, intramural programs, integration in the academic curriculum, and clubs, as well as in physical education programs.

4. Each school that includes any of the grades kindergarten through five shall provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.

5. Encourage parents and guardians to support students' participation in physical activities, to be physically active role-models, and to include physical activities in family plans.

6. Encourage school staff to participate in physical activities to serve as role models.

7. Support community-based physical activity programs.

Nutrition Guidelines

Student's lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment.In addition to ensuring that reimbursable school meals meet all requirements of the *Nutritional School Lunch Program* outlined in federal and state regulations, the School Board shall develop and maintain specific nutritional guidelines to address all food and beverages (Smart Snacks) sold or served to students, including those items made available to students outside of the school meal programs.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*. The District will make available to parents and teachers a list of healthy fundraising ideas [*examples from the Alliance for a Healthier Generation and the USDA*].

- Schools will use only non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.).

- Fundraising during and outside school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. These fundraisers may include but are not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc. (Meets Healthy Schools Program Gold-level criteria)

MONITORING AND POLICY REVIEW

Monitoring

The Superintendent or his/her designee shall be responsible for assuring compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and shall report on the school's compliance to the Superintendent or his/her designee.

School food service staff, at the school or district level, shall assess compliance with nutrition policies within school food service areas and report on this matter to the Superintendent (or if done at the school level, to the school principal).

The Superintendent or his/her designee shall develop a summary report at least annually on compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. The report shall be provided to the School Board, the district's School Health Advisory Council (SHAC), and also distributed to the schools, parent/teacher organizations, school principals, and school health services personnel throughout the parish.

Policy Review

Assessments shall be taken annually to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the School Board and staff shall review all nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements using the Louisiana Department of Education *Wellness Policy Evaluation* tool and share these results with the *School Health Advisory Council* (SHAC). The School Board and individual schools within the district shall, as

necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Revised: December, 2009
Revised: November 10, 2011
Revised: June 15, 2017
Revised: September 10, 2020
Revised: January 11, 2024

Ref: PL 108-265 (*Section 204, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004)*; 42 USC 1751 et seq. *(Richard B. Russell National School Lunch Act);* 42 USC 1771 et seq. *(Child Nutrition Act of 1966)*; 7 CFR 210 *(National School Lunch Program)*; 7 CFR 220 *(School Breakfast Program)*; La. Rev. Stat. Ann. §§17:17.1, 17:17.7, 17:197.1; Board minutes, 11-10-11, 6-15-17, 9-10-20, 1-11-24.

STUDENT HEALTH SERVICES

HEALTH CARE CENTERS

In order to provide adequate health care and services to students, the Claiborne 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 *Health and Safety*, Bulletin 135 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 student found to have any defect of sight or hearing.

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

A dyslexia screener selected by the Louisiana Department of Education shall be administered to each student in the second half of kindergarten, or upon the request of a teacher or parent or legal guardian. 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 an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. *Phonological processing* means the appreciation of the individual sounds of spoken and written language.

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.

SEIZURE TREATMENT AND TRAINING

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

1. The health care services the student may receive at school or while participating in a school activity.

2. Evaluation of the student's ability to manage and understand his/her seizure disorder.

3. Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

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 School 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.

SICKLE CELL DISEASE TRAINING

Each school nurse shall participate in an in-service training program of at least one hour

relative to sickle-cell disease using instructional materials provided by the Louisiana Sickle Cell Commission to the State Department of Education.

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.

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 any other state of the United States.

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 School 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.

Revised: June 6, 2013
Revised: October 10, 2013
Revised: August 9, 2018
Revised: December 10, 2020
Revised: July, 2022
Revised: January 11, 2024
Revised: September 5, 2024
Revised: March 6, 2025

Ref: La. Rev. Stat. Ann. §§14:403, 17:170, 17:392.1, 17:435, 17:436, 17:436.2, 17:436.4, 17:436.5, 17:2112, 40:31.3; Irving Independent School District v. Tatro, 104 S. Ct. 33371 (1984); *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 11-6-08, 6-6-13, 10-10-13, 8-9-18, 12-10-20, 1-11-24, 9-5-24, 3-6-25.

IMMUNIZATIONS

The Claiborne Parish School Board shall require each person entering any school for the first time, and at any other time as required by the state, to present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to state law and a schedule approved by the state Department of Health and Hospitals (DHH), Office of Public Health (OPH), or to present evidence of an immunization program in progress. The School Board may require immunizations or proof of immunity more extensive than required by the schedule approved by the Office of Public Health. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

In progress shall mean that the student has an immunization due after the date school has begun, because the student began his/her immunization late, or because the student's pediatrician has provided written orders for the student to receive an immunization after a certain date.

If booster immunizations for the diseases enumerated in the state schedule are advised, such booster immunizations shall be administered before the student enters a school system within the state.

TRANSFERRING STUDENTS

A person transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunizations against the diseases in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress.

ENFORCEMENT

Principals or their designees shall be responsible for checking students' records to see that the provisions of this policy are enforced and for electronically transmitting immunization reports to the OPH through the *Louisiana Immunization Network for Kids Statewide*, when capable.

EXCEPTIONS

No student seeking to enter any public school in Claiborne Parish shall be required to comply with the provisions of this written policy if the student or his/her parent or guardian submits either a written statement from a physician stating that the immunization is contraindicated for medical reasons, or a written dissent from the student or his/her parent or guardian is presented.

Additionally, compliance with this policy may not be required, as it pertains to immunization against meningococcal disease, of any person whose parent, tutor, or legal guardian signs a waiver stating that the person shall not be immunized for religious or other personal reasons or to any person who is unable to comply due to a shortage in the supply of available vaccinations.

No teacher or school employee or administrator shall distinguish between students based on whether a student has or has not received vaccines from the schedules provided for in La. Rev. Stat. Ann. §17:170. Actions prohibited include but are not limited to discrimination based on a student's vaccination status in any of the following acts:

1. Determination of eligibility for athletics or other extracurricular activity.
2. Allowing or denying participation inside and outside of the classroom.
3. Issuance of surveys to students relative to vaccination status.
4. Organizing seating arrangements.

EXCLUSION FROM ATTENDANCE

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Notwithstanding any other provision of law to the contrary, no student shall be required to receive a COVID-19 vaccine as a condition of initial enrollment or continuing attendance at any school in the Claiborne Parish School District.

Revised: September 5, 2019
Revised: September 5, 2024

Ref: La. Rev. Stat. Ann. §§17:170, 17:170.1, 17:170.2, 17:170.3, 17:170.4; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 2-5-09, 9-5-19, 9-5-24.

STUDENT COMMUNICABLE DISEASE

The Claiborne Parish School Board recognizes the importance of protecting the health and welfare of the educational system from the spread of communicable diseases, and shall cooperate with federal, state, and local public health officials in the prevention, control, and containment of communicable diseases in the school setting.

A *communicable disease* shall be defined as a persistent or recurring infection which may be potentially transmitted to a susceptible person by contact with an infected individual.

The Superintendent may only exclude a student from school:

1. When reliable evidence or information from a public health officer or physician confirms a student has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population, the student shall be excluded from school until state, federal, or local public health officials determine the condition is no longer contagious and the student can remain in school.

2. When reliable evidence or information from a public health officer or physician confirms a student has a communicable disease or infection that is known not to be spread by casual contact, the decision as to whether or not the student will remain in school shall be addressed on a case-by-case basis by a *Review Panel* to ensure due process.

If the student's physician and/or a physician of the School Board's choice indicates that the health of the student does not allow his/her continued attendance in the regular education program, education services shall be provided in the setting appropriate to the health status of the child.

Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities shall be available for handling blood or body fluids within the school setting or on school buses. School personnel shall be trained in the proper procedures for handling blood and body fluids and these procedures shall be strictly adhered to by all school personnel (see *Guidelines for Handling Body Fluids in Schools*).

Students shall receive age-appropriate instruction on the principal modes by which communicable diseases are spread, and the best methods for the restriction and prevention of these diseases.

REVIEW PANEL

Upon learning that a student has a communicable disease that is known not to be spread by casual contact, the Superintendent shall convene a *Review Panel*, consisting of

himself/herself and other members as outlined in Bulletin 135, Health and Safety, to review the health condition of the student, the potential health threat the student's condition may pose, and other related aspects. Due process procedures shall be conducted on a case-by-case basis by the *Review Panel* as enumerated in Bulletin 135.

Within three (3) operational days (i.e. a day when the School Board Central Office is open for business) after the *Review Panel* convenes, the Superintendent shall provide a written decision to the student and his/her parents. The written decision shall convey information brought out during the review process and include the rationale for the decision concerning continued school attendance by the student.

APPEALS

Appeals may be made by the parent or guardian in writing to the Superintendent and subsequently to the School Board as outlined in *Health and Safety*, Bulletin 135. If the written decision of the Superintendent is contrary to the majority opinion of the *Review Panel*, a majority of the *Review Panel* has the right to appeal the decision in the same manner as outlined in Bulletin 135.

CONFIDENTIALITY

All persons involved in procedures to assess school attendance of a student with a communicable disease shall be required to treat all medical information about the student, any proceedings, deliberations, and/or documents as *confidential information*.

Before any medical information is shared with anyone in the school setting, a "Need to Know" review shall be made which includes the parent/legal guardian, student if age 18 or over, unless the information is required to meet the mandates of federal or state law or regulation, or Louisiana Board of Elementary and Secondary Education (BESE) policy.

Revised: January 7, 2016

Ref: La. Rev. Stat. Ann. §§17:81, 17:170; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes, 1-7-16.

ADMINISTRATION OF MEDICATION

It is the policy of the Claiborne Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term *medication* shall include all prescription and non-prescription drugs.

1. WRITTEN ORDERS, APPROPRIATE CONTAINERS, LABELS, AND INFORMATION

   A. Medication shall not be administered to any student without a completed *Medication Order* from a physician or dentist licensed to practice medicine in the state of Louisiana or any other state of the United States, or any other authorized prescriber authorized in the state of Louisiana or any other state of the United States to prescribe medication or devices, ***and*** a letter of request and authorization from the student's parent or guardian. The following information shall be included:

      1) the student's name
      2) the name and signature of the physician/dentist/other authorized prescriber
      3) physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
      4) relevant diagnosis
      5) name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
      6) a written statement of the desired effects and the child specific potential adverse effects

   B. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:

      1) name of pharmacy
      2) address and telephone number of pharmacy
      3) prescription number
      4) date dispensed
      5) name of student
      6) clear directions for use, including the route, frequency, and other as indicated
      7) drug name and strength
      8) last name and initial of pharmacist
      9) cautionary auxiliary labels, if applicable
      10) physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

1) drug name
2) dosage form
3) strength
4) quantity
5) name of manufacturer and/or distributor
6) manufacturer's lot or batch number

2. ADMINISTRATION OF MEDICATION: GENERAL PROVISIONS

A. Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.

B. During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.

C. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.

D. All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.

E. Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.

F. Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.

G. *School medication orders* shall be limited to medication which cannot be administered before or after school hours.

3. PRINCIPAL

The principal shall designate at least two (2) employees to receive training and administer medications in each school.

4. TEACHER

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. SCHOOL NURSE

A. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.

B. The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:

1) Proper procedures for administration of medications including controlled substances
2) Storage and disposal of medications
3) Appropriate and correct record keeping
4) Appropriate actions when unusual circumstances or medication reactions occur
5) Appropriate use or resources

6. PARENT/LEGAL GUARDIAN

A. The parent/legal guardian who wishes medication administered to his/her child shall provide the following:

1) A letter of request and authorization that contains the following information:

a. the student's name;
b. clear instructions for school administration;
c. prescription number, if any;
d. current date;
e. relevant diagnosis;
f. name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
g. physician's/dentist's/other authorized prescriber's name;

h. the parent's/legal guardian's printed name and signature;
i. parent's/legal guardian's emergency phone number;
j. statement granting or withholding release of medical information;

2) A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's *Medication Order* form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/ other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.

3) A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. **Only** the physician/dentist/other authorized prescriber or his/her staff may write on the *Medication Order* form. This form must be signed by the physician/dentist/other authorized prescriber.

4) A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.

5) A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.

6) Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/ legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.

B. All aerosol medications shall be delivered to the school in pre-measured dosage.

C. Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.

D. The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.

E. The parent/legal guardian shall work with those personnel designated to administer medication as follows:

1) Cooperate in counting the medication with the designated school personnel who receives it and sign the *Drug Receipt* form.

2) Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.

3) Assist in the development of the emergency plan for each student.

4) Comply with written and verbal communication regarding school policies.

5) Grant permission for school nurse/physician/ dentist/other authorized prescriber consultation.

6) Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. STUDENT SELF-MEDICATION

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

<u>Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine</u>

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

A. Written authorization for the student to carry and self-administer such prescribed medications.

B. Written certification from a licensed medical physician or other authorized prescriber that the student:

1) has asthma, diabetes, or is at risk of having anaphylaxis

2) has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis

C. A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:

1) The name, purpose, and prescribed dosage of the medications to be self-administered.

2) The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.

3) The length of time for which the medications are prescribed.

D. Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the

requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

A. *Medication Order* from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.

B. The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.

C. The principal and appropriate staff are informed that the student is self-administering the prescribed medication.

D. The medication is handled in a safe, appropriate manner.

E. The school principal and the school employed registered nurse determine

a safe place for storing the medication.

The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.

F. Some medication should have a backup supply readily available.

G. The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's *Individual Administration Plan*).

H. The school employed registered nurse, and/or the designated employee monitors the student.

8. ACCEPTABLE SCHOOL MEDICATIONS

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

A. Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)

B. Severe allergic reactions - must have specific written instructions from a physician.

C. Anticonvulsive medication.

D. Medication for asthma or diabetes.

E. Medication given in extenuating circumstances.

F. Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.

G. Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.

H. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy,

to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.

I. Other specific illnesses that require medication.

J. The school nurse shall have the authority to maintain a supply of naloxone or other opioid antagonists per La. Rev. Stat. Ann. §17:436.1(M). The school nurse or trained school personnel may administer naloxone or other opioid antagonists to any student or other person on school grounds in the event of an actual or perceived opioid emergency.

Trained school personnel means a school employee or volunteer who has received training on how to recognize signs of opioid-related overdose, standards and procedures for the storage and administration of Naloxone or another opioid antagonist, and emergency follow up procedures, including the requirement to summon emergency services either immediately before or immediately after administering the Naloxone or other opioid antagonist.

K. School nurses and other trained school personnel are authorized to administer life-saving medication to a student or other person on a school premises or during a school-affiliated activity whom they believe in good faith to be experiencing a medical emergency in accordance with a standing protocol of licensed health professionals authorized to prescribe medication, regardless of whether the student or other person has a prescription for the medication. Training for the administration of such medication may be provided by a medical emergency training organization, a registered nurse, or a licensed physician.

9. DIABETES

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in the state of Louisiana or any other state of the United States, or any other authorized prescriber authorized in the state of Louisiana or any other state of the United States who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. *School-related activities* include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

A. A detailed evaluation of the student's level of understanding of his/her

condition and his/her ability to manage his/her diabetes.

B. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.

C. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.

D. The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an *Individualized Healthcare Plan* (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in *Health and Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An *unlicensed diabetes care assistant* also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

10. CLASSROOM STORAGE AND ADMINISTRATION OF AUTO-INJECTABLE EPINEPHRINE BY TEACHERS

The School Board shall allow a supply of auto-injectable epinephrine, as defined above, to be maintained in a secure location in each classroom assigned to a student who is deemed by his/her physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine.

The student's parent or other legal guardian shall annually provide the school in which the student is enrolled with all of the following:

A. The supply of auto-injectable epinephrine to be kept in each classroom.

B. Written authorization for the student to be administered the medication.

C. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.

D. A written treatment plan, as defined above from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

The required documentation required shall be kept on file in the office of the school nurse or other designated school official.

The teacher in each classroom where auto-injectable epinephrine is stored shall be provided information regarding accessing and administering auto-injectable epinephrine, the signs and symptoms of anaphylactic reactions and specific information regarding condition, care, and treatment of the student assigned to the classroom who is at high risk of anaphylactic reaction.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury

sustained by the student from the good faith administration of auto-injectable epinephrine. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable epinephrine.

This information shall be included in the student handbook of each school and posted on each school's website. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has a condition which puts him at risk of anaphylaxis.

11. ADMINISTRATION OF MEDICATION ON FIELD TRIPS AND OTHER EXTRA-CURRICULAR ACTIVITIES

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

12. EXTENDED DAY CARE

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/ other authorized prescriber before any administration of medication may be administered by properly trained personnel.

13. SUNSCREEN

In accordance with statutory provisions, *sunscreen* means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be

considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student *only* if his/her parent or legal guardian has provided *written consent* for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

14. STUDENT CONFIDENTIALITY

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the *Authorization for Release of Confidential Information* form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: April 5, 2012
Revised: January 10, 2013
Revised: June 6, 2013
Revised: February 9, 2017
Revised: December 7, 2017
Revised: July, 2022
Revised: August 10, 2023
Revised: September 5, 2024

Ref: La. Rev. Stat. Ann. §§17:81, 17:436.1, 17:436.3; *Health and Safety*, Bulletin 135, Louisiana Department of Education; Board minutes,11-6-08, 4-5-12, 1-10-13, 6-6-13, 2-9-17, 12-7-17, 8-10-23, 9-5-24.

CHILD ABUSE

The Claiborne Parish School Board shall require that instances of suspected child abuse and/or neglect be reported in accordance with appropriate state and local laws and procedures. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

Students shall be provided age- and grade-appropriate instruction relative to child assault awareness and prevention, and how students may report abuse or assault to the child protection toll-free hotline operated by the State Department of Children and Family Services, and where students may locate the number for the hotline.

Each public school shall post the hotline number in a prominent location on its website.

DEFINITIONS

Abuse means any one of the following acts which seriously endanger the physical, mental, or emotional health and safety of the child:

1. The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.

2. The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.

3. The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker or any other person of the child's involvement in: (i) any sexual act with any other person; (ii) pornographic displays; or (iii) any sexual activity constituting a crime under Louisiana law.

4. A coerced abortion conducted upon a child.

5. Female genital mutilation as defined by La. Rev. Stat. Ann. §14:43.4.

Caretaker means any person legally obligated to provide or secure adequate care for a child, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, an operator or employee of a registered family child day care home, or other person providing a residence for the child.

Child, for purposes of this policy, means a person under eighteen (18) years of age who, prior to juvenile proceedings, has not been judicially emancipated or emancipated by marriage.

A *mandatory reporter* means any teaching or child care provider, which is any person who provides or assists in the teaching, training, and supervision of a child, including any public or private teacher, teacher's aide, instructional aide, school principal, school staff member, bus operator, coach, professor, technical or vocational instructor, technical or vocational school staff member, college or university administrator, college or university staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, or any individual who provides these services to a child in a voluntary or professional capacity. Any police officer or law enforcement officer who works as a school resource officer shall be considered a mandatory reporter.

A *permitted reporter* is any other person having cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect.

Neglect means the refusal or unreasonable failure of a parent or caretaker to supply the child with necessary food, clothing, shelter, care, treatment, or counseling for any injury, illness, or condition of the child, as a result of which the child's physical, mental, or emotional health and safety is substantially threatened or impaired. Neglect includes prenatal neglect. In accordance with statutory provisions, the inability of a parent or caretaker to provide for a child due to inadequate financial resources shall not, for that reason alone, be considered neglect. Whenever, in lieu of medical care, a child is being provided treatment in accordance with the tenets of a well-recognized religious method of healing which has a reasonable, proven record of success, the child shall not, for that reason alone, be considered to be neglected or maltreated. However, nothing herein shall prohibit the court from ordering medical services for the child when there is substantial risk of harm to the child's health or welfare.

PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT

A *permitted reporter* shall make a report through the designated state child protection reporting hotline phone number or in person at any child welfare office of the state.

A *mandatory reporter*, notwithstanding any claim of privileged communication, who has cause to believe that a child's physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child's death, in accordance with statutory provisions, shall immediately report suspected abuse/neglect in accordance with the following:

1. Reports in which the abuse or neglect is believed to be perpetrated by a parent or caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker or a person living in the same residence with the parent or caretaker as a spouse whether married or not, the mandatory reporter shall make the report to the Department of Children and Family Services

2. Reports in which the reporter has reason to believe abuse or neglect is being

perpetrated by someone other than the individuals listed in number one above shall be made to local or state law enforcement. Abuse or neglect perpetuated on a student by a teaching or child care provider shall be immediately reported to local or state law enforcement

3. Dual reporting to both the Louisiana Department of Child and Family Services and the local or state law enforcement agency is permitted.

Reports to the Louisiana Department of Child and Family Services shall be made as follows:

A. A mandatory reporter shall make a report of suspected abuse or neglect requiring immediate assistance via the designated state child protection reporting hotline telephone number. A report of suspected abuse or neglect which is of a non- emergency nature may be reported via the Louisiana Department of Children and Family Services Mandated Reporter Portal online. Reports may also be made in person at any child welfare office.

B. If a report involves alleged sex trafficking, all mandatory reporters shall report via the hotline telephone number to the Department regardless of whether there is alleged parental or caretaker culpability.

C. A permitted reporter shall make a report through the designated state child protection reporting hotline telephone number or in person at any child welfare office.

If a school resource officer suspects child abuse or neglect of a student, or if a mandatory reporter reports suspected child abuse or neglect to a school resource officer, the school resource officer shall immediately notify the officer's employing law enforcement agency or the Department of Children and Family Services in accordance with statutory provisions and this policy. The school resource officer's employer shall assign investigation of the matter to the most appropriate law enforcement officer, who may be the school resource officer.

If a mandatory reporter is prohibited from immediately making the report required by statutes to the department or local or state law enforcement because of School Board policies or employee manual, the mandatory reporter shall file a complaint with local or state law enforcement. Local or state law enforcement shall investigate the complaint and if violations are confirmed, the School Board shall be subject to the penalties provided for in La. Rev. Stat. Ann. §§14:131.1 and 403. The School Board shall not discriminate or retaliate against an employee who is a mandatory reporter for complying with this policy. If the School Board discriminates or retaliates against an employee for compliance, the School Board shall be subject to additional penalties as provided for in La. Rev. Stat. Ann. §§14:131.1 and 403.

INVESTIGATION OF REPORTS

Admission of the investigator on school premises or access to the child in school shall not be denied by school officials.

ALLEGATIONS OF SEXUAL OFFENSES

The Superintendent or his/her designee shall be required to notify the local law enforcement agency of any allegation made by a student of the commission of a sex offense as defined by La. Rev. Stat. Ann. §15:541. Such notification shall be made by the Superintendent or his/her designee within twenty-four (24) hours of the time the student notified the Superintendent or other appropriate personnel. Any school employee who receives information from a student concerning the possible commission of a sexual offense shall immediately comply with the reporting procedure outlined in this policy.

CONFIDENTIALITY

The circumstances and information of the initial report, the fact that a report was made to an agency, and the written report shall be held in confidence and shall not be disseminated to third parties other than those persons or agencies designated by this policy or required by state law. Any written report or other written information regarding the report shall be kept in a confidential file separate from the child's routine school records and accessible only by the principal/designee/supervisory employee or by court order.

TRAINING

Annually, training shall be provided for mandatory reporters and other school personnel on how to recognize and report suspected child abuse and neglect.

Teaching or child care providers shall be required to complete an online training course provided by the Department of Children and Family Services between June first and August thirty-first annually. A record of completion of the course by the teaching or child care provider shall be provided to and retained by the School Board. The School Board shall retain a list of all teaching or child care providers who have not complied with the training requirements provided by State law.

IMMUNITY FROM LIABILITY

Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the Louisiana Children's Code shall have immunity from civil or criminal liability that otherwise might be incurred or imposed. This immunity, however, does not extend to: (1) a person who participates in or conspires with a participant or an accessory to an offense involving the abuse or neglect of a child; (2) any person who makes a report known to be false or

with reckless disregard for the truth of the report.

LIABILITY

The Louisiana Children's Code and Louisiana criminal law provide substantial penalties for mandatory reporters who fail to report facts which would support a reasonable belief that child abuse or neglect has occurred. Additionally, educators or other employees of the Claiborne Parish School Board who fail or refuse to report child abuse or neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Revised: January 10, 2013
Revised: May 11, 2017
Revised: February 7, 2019
Revised: December 10, 2020
Revised: October 6, 2022
Revised: August 8, 2024
Revised: September 11, 2025

Ref: La. Rev. Stat. Ann. §§14:403, 15:539, 15:541, 17:81, 17:81.6; La. Children's Code, Title VI, Art. 601, 603, 609, 610; Board minutes, 1-10-13, 5-11-17, 2-7-19, 12-10-20, 10-6-22, 8-8-24, 9-11-25.

BEHAVIORAL HEALTH SUPPORT FOR STUDENTS

REFERRAL FOR ASSESSMENT AND TREATMENT

The Claiborne Parish School Board recognizes that students with behavioral or emotional challenges may be at risk of their behavior escalating into aggression or disruption, disciplinary actions resulting in suspension, assignment to an alternative placement or expulsion, or juvenile delinquency. The School Board, through its Superintendent, shall adopt and maintain rules and regulations for a program which assists school personnel to identify such signs and symptoms of a student with behavioral or emotional challenges.

A specific employee shall be designated at each school who shall be responsible for identifying behavioral and mental health support services available in the community, and when appropriate, facilitating a referral of a student to those services for assessment and treatment, including services provided through the Louisiana Coordinated System of Care and its Medicaid provider network.

After any second in-school or out-of-school suspension of a student during the same school year, and for placement of a student in an alternative program, the principal or his/her designee and the designated employee shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the designated employee shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services for assessment and treatment.

ANNUAL REPORT

The School Board shall report to the Louisiana Department of Education and the House and Senate committees on education the number of students identified as possibly having behavioral or emotional challenges, the number of students for which a conference was scheduled, and the number of students referred for assessment and supportive services. The reports shall be submitted annually on July first and shall reflect data from the previous school year.

New policy: July 11, 2024

Ref: La. Rev. Stat. Ann. §§17:17:173, 17:416, 17:416.23, 7-11-24.

BEHAVIORAL HEALTH SERVICES FOR STUDENTS

The Claiborne Parish School Board recognizes the connection between a student's social, emotional, and mental well-being and the student's academic success. The School Board desires to assist students in developing the social and emotional skills needed for participation in the educational environment and society at large. In addition to any support services provided by the School Board, the School Board shall allow behavioral health providers to provide medically necessary behavioral health services authorized by an independent third-party payor, including but not limited to Medicaid and commercial insurance, to a student at school during school hours if the student's parent or legal guardian provides a written request for such behavioral health provider and services to the Superintendent or Superintendent's designee, and all other requirements of La. Rev. Stat. Ann. §17:173, this policy, and any administrative procedures are met.

A behavioral health provider who provides services according to this policy shall:

1. Maintain general liability insurance coverage in an amount not less than $1,000,000.00 per occurrence and $1,000,000.00 per aggregate and provide a certificate of insurance naming the public school as the certificate holder.

2. No person who has been convicted of or pled nolo contendere to a crime listed in La. Rev. Stat. Ann. §15:587.1 (C) shall be permitted to provide behavioral health services to a student at school during school hours.

3. Complete a criminal background check conducted by the Louisiana State Police and shall pay all related costs. Applied behavior analysis providers who are licensed, certified, or registered by the Louisiana Behavior Analyst Board, who provide documentation of having passed a criminal background check conducted by the Louisiana State Police and are in good standing with the Board shall not be required to complete an additional criminal background check in order to begin providing behavioral health services at a school.

Behavioral health services shall be permitted during school hours if the student's parent or legal guardian presents a behavioral health evaluation performed by an evaluator as well as an assessment and authorized treatment plan performed by a behavioral health provider chosen by the parent or legal guardian and the evaluation indicates that the services are necessary during school hours to assist the student with behavioral health impairments associated with a medical diagnosis that the evaluator determines are interfering with the student's ability to thrive in the educational setting. A behavioral health evaluation or assessment presented by the parent or legal guardian of a student shall not be construed as an independent educational evaluation for purposes of determining if a student meets the criteria established for eligibility for special education and related services.

In addition, the parent or legal guardian of a student receiving services from a behavioral service provider shall be required to execute a *consent to release information* form between the provider and the School Board.

No behavioral health evaluation, assessment, or authorized treatment plan shall be prohibited from being performed on school property in order to establish medical necessity or to deliver medically necessary services. Behavioral health services may be provided during any part of the school day, including any and all instructional time in English, reading, mathematics, and science. The school administrator and service provider shall work collaboratively to create a consistent schedule that meets the medical needs of the student and complies with the provider's ethical code of conduct. In developing the student's plan, consideration shall include impacts on a school's operations and a student's testing schedule. If the parties cannot agree, then the parties shall engage in a dispute resolution process set forth by the state Department of Education.

The School Board shall not enter into a contract or an exclusive agreement with a behavioral health provider that prohibits the parent or legal guardian from choosing the behavioral health provider for the student. However, the provisions of this paragraph shall not impair any existing contract on the effective date of this policy, or the renewal thereof. The cost of all behavioral health services provided to a student shall be the sole responsibility of the parent or legal guardian, individually or through an applicable health insurance policy, Medicaid, or other third-party payor, other than the School Board, that has made funds available for the payment for the services provided.

While on a school campus, a behavioral health service provider shall comply with, and abide by, the terms of any *Individualized Education Program, Individualized Accommodation Plan, Section 504 Plan, Behavior Management Plan*, or *Individualized Health Plan* applicable to a student who is a patient of the behavioral health provider. The services furnished by a behavioral health provider shall be incorporated into a written treatment plan applicable to a student.

The School Board shall establish reporting requirements for a behavioral health provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent shall approve administrative procedures to provide for student safety and effective implementation of this policy.

The School Board may establish sanctions, including termination of a provider's authorization to provide services on any school campus, against a behavioral health provider for failure to comply with the provisions of this policy and associated procedures and/or any other School Board policy and procedures.

Any behavioral health evaluation, assessment, or treatment plan administered by the

School Board shall not supersede the behavioral health evaluation, assessment, or treatment plan provided by an independent behavioral health provider of a student's parent's choosing. Any applied behavior analysis services provided by the School Board shall be delivered either by behavioral health providers licensed, certified, or registered by the Louisiana Behavior Analyst Board in accordance with La. Rev. Stat. Ann. §37:3701 et seq. or behavioral health providers providing services in accordance with La. Rev. Stat. Ann. §37:3715.

DEFINITIONS

For the purposes of this policy, the following terms shall have the following meanings:

Applied behavior analysis provider shall mean a provider who is licensed, certified, or registered by the Louisiana Behavior Analyst Board and is in good standing to provide applied behavior analysis services.

Applied behavior analysis services shall include the design, implementation, and evaluation of systematic instructional and environmental modifications by an applied behavior analysis provider to produce socially significant improvements in behavior as described in the Behavior Analyst Practice Act.

Behavioral health evaluation shall include but not be limited to the following criteria:

- Diagnosis.
- Type of intervention.
- Length of intervention.
- Identification of a student's goals.
- Identification of impact of student behavior on a student's educational program.
- Recommendations for applied behavior analysis services.

Behavioral health provider shall mean a provider who is licensed by the Louisiana Department of Health or a health profession licensing board and is in good standing to provide behavioral health services in Louisiana including but not limited to a psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, marriage and family therapist, professional counselor, clinical social worker, applied behavioral analysis provider, or a behavioral health provider organization licensed to provide health services in Louisiana.

Behavioral health services shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, crisis intervention, and medically necessary applied behavior analysis services.

Evaluator shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist,

clinical social worker, or applied behavior analysis provider who is certified by the respective board of examiners in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

Independent third-party payor means an individual who serves as a case reviewer for Medicaid or commercial insurers.

Medically necessary services means services that meet the following requirements:

1. Provided for the diagnosis, treatment, cure, or relief of a health condition, illness, injury, or disease.

2. Except for clinical trials that are described within the policy, not for experimental, investigational, or cosmetic purposes.

3. Within the generally accepted standards of medical care in the community.

4. Not solely for the convenience of the insured, the insured's family, or the provider.

No provisions of this policy shall be construed to supersede any of the following:

1. The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state law.

2. The provisions of the Behavioral Health Services Provider Licensing Law or any regulation promulgated by the Louisiana Department of Health pursuant to that law.

3. The provisions of the *Behavior Analysis Practice Act*.

New policy: October 11, 2018
Revised: November 7, 2019
Recoded from JGCF: June, 2024
Revised: September 5, 2024

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:7, 17:173; Board minutes, 10-11-18, 11-7-19, 9-5-24.

CRISIS INTERVENTION

The Claiborne Parish School Board, in an attempt to provide a safe and healthy learning environment, recognizes that the accident/death of a student or staff member, or a threatened, attempted or completed suicide, or other crises, can have a traumatic effect on the school community and can occur at any time. The Superintendent shall be responsible for establishing and maintaining pertinent activities to be conducted when a crisis occurs.

To provide leadership to the school in the event of a crisis situation, each school shall form a *Crisis Intervention Team* consisting of school counselors, school administrators, school substance abuse coordinator, School Building Level Committee chairman, and a staff member trained in CPR and First Aid. Other professional personnel permanently assigned to the school may be added to a *Crisis Intervention Team* as may be designated by the principal.

The principal or building administrator shall be responsible for periodically convening the *Crisis Intervention Team* and coordinating its discussions and in-service training to prepare the *Team* for dealing with crisis situations. The principal shall also monitor, along with all *Team* members, the *Team's* preparedness to address emergency situations and identify specific team roles and responsibilities for when a crisis occurs.

Ref: La. Rev. Stat. Ann. §17:416.16.

SUPERVISION OF STUDENTS

All personnel of the Claiborne Parish School Board should be responsible for the supervision of pupils during the school day and for a reasonable period of time before and after school. Every staff member must share the responsibility of supervising pupils during regular class periods, while pupils are moving to and from the restrooms, cafeterias, other classrooms (gymnasiums) and assemblies, and before and after the school day.

Supervision outside the classroom is necessary to protect the physical safety of the students. Each principal shall be responsible for drawing up a list of supervisory duties and assigning staff members within the building to cover them. The duties specifically must include: lunch, recess, hall monitoring, bus duties as well as other duties peculiar to particular building or educational level. The number of staff members required for a particular duty or set of duties shall be determined by the principal. The principal shall assign duties equitably among all staff members.

The School Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. No teacher or other staff member shall leave his or her assigned group unsupervised except when arrangements have been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students shall be released only into the custody of parents or other authorized persons. The school administrator shall ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

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

STUDENT DISMISSAL PRECAUTIONS

The Claiborne Parish School Board shall not permit a school or grade to be dismissed before the regular hour for dismissal except with the approval of the office of the Superintendent. No teacher or school staff member may permit any individual student to leave school prior to the regular hour of dismissal except by permission of the principal.

No student may be permitted to leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, parent, tutor, or legal guardian of the child, unless the permission of the parent or legal guardian has been first secured and only then upon proof of identity. If any police or court official requests the dismissal of a student during school hours, parents or legal guardian should be notified as soon as possible.

A child shall **only** be released to the parent awarded legal custody of the child if the parents are divorced or legally separated. The school shall be notified by the parent(s) should any changes in custody occur during the school year. A child shall be released to a non-custodial parent only if there is written permission for doing so signed by the custodial parent on file with the school office.

No student shall be released from school early on the basis of a phone call which has not been validated. No student shall be permitted to check himself/herself out of school, unless legally emancipated.

STUDENTS LEAVING SCHOOL

Students are required to check out through the principal's office before leaving the school campus during the hours school is in session.

Students shall not be sent off campus to perform an errand or act as messengers.

Students are required to remain at school during the lunch hour except when special diet problems have been verified in writing by the parent or guardian.

Ref: La. Rev. Stat. Ann. ''17:81, 17:221, 17:226, 17:232.

STUDENT USE OF PERSONAL VEHICLES

The Claiborne Parish School Board shall require any student operating any motor vehicle on a school campus to have a valid personal driver's license, vehicle license, and proof of liability insurance for the vehicle driven.

At the time of student registration, or at the beginning of each school year, each student shall register his/her vehicle and vehicle license number with the principal or his/her designee. The school shall provide a school parking permit to be placed in the window of each student-driven vehicle that has been registered. A copy of the student's driver's license and proof of insurance shall be submitted at the time of vehicle registration.

Registration of the vehicle with school officials shall constitute permission by the owner to consent to a search of the vehicle by school officials or other properly authorized individuals when circumstances warrant, in accordance with Board policy, or for health, safety, or security reasons. A student failing to register his/her vehicle shall surrender his/her right to operate vehicles on the school campus.

If a school staff member or faculty member observes a student operating a vehicle in an unsafe manner on the school campus or at school related activities, the student may lose his/her privilege to operate a vehicle on campus. The staff or faculty member observing such actions shall report them to the principal or to his/her designee. No more than one warning shall be given a student concerning unsafe vehicle operation. A second instance of unsafe operation shall result in loss of parking privileges.

Safety rules shall include the following:

1. All cars, trucks, motorcycles, motorbikes, motorscooters, and bicycles shall be parked in the prescribed place designated by the principal and may not be moved during the school day without permission of the principal or his/her designee.

2. Students may not sit in cars parked on the campus or the streets surrounding the schools any time during school hours.

3. No student may leave school during the school day or at noon hour unless he/she is checked out by his/her parents or legal guardian. If an automobile is used by the student checking out, no one may ride in the automobile except with approval of parents or legal guardians of all passengers, as well as the driver.

4. Violation of traffic or school parking rules, unsafe driving on campus or possession of illegal materials in vehicle (firearms, alcohol, drugs, etc.) shall be cause for revocation of the student's parking permit.

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

ILLNESS AND ACCIDENTS

It is the intent of the Claiborne Parish School Board to maintain a safe and healthy educational environment in school buildings, on school campuses, and at school-sponsored functions and activities. School administrators, teachers, volunteers, and other school personnel, however, cannot guarantee that the school environment will be free of illness or accidents.

The Claiborne Parish School Board shall attempt to provide appropriate and reasonable care of students when they become ill or injured. Any treatment rendered should be in accordance with the severity of the illness or injury. When a child becomes seriously sick at school or is seriously injured in an accident, the principal or his/her designee shall be responsible for immediately contacting the parents. If the principal or designee is unable to contact the parents, he/she shall attempt to contact the family's primary care provider as noted on the *Health Information* form submitted by the parents at the beginning of the school year. The principal or designee shall also attempt to contact the person listed as the *emergency contact* on the *Health Information* form.

If treatment is deemed urgent and the primary care provider is not immediately available for consultation, the principal shall call 911 or its equivalent. School personnel shall remain with the child until emergency medical personnel arrive to treat the ill or injured student. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student.

Neither the School Board nor the school shall assume any liability for the treatment of a student.

Principals shall notify the Superintendent of all serious accidents to pupils whether they occur on the school grounds, on the school bus, on field trips or during any other student activity.

To facilitate the rendering of health services, the School Board shall require the parent/legal guardian to submit properly completed standardized school health forms as enumerated in *Louisiana Handbook for School Administrators*, Bulletin 741.

No medication shall be administered to any student unless written permission from parents has been granted, and only in accordance with Board policy *JGCD, Administration of Medication.*

FIRST AID

Generally, treatment of injuries should be limited to the rendering of first aid. *First aid* is that immediate help given by the best qualified person at hand in case of accidents or sudden illness. Each school employee who participates in any required in-service shall

be required to receive first aid orientation and training. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed.

Revised: August, 2010

Ref: La. Rev. Stat. Ann. §§17:81, 17:440.1; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-6-08, 11-11-10.

STUDENT IDENTIFICATION

A state identification number shall be assigned each student upon enrollment, in accordance with Louisiana Board of Elementary and Secondary Education requirements.

EMERGENCY INFORMATION

At the beginning of each school year, students shall be required to complete emergency information forms which shall contain such information as:

1. Parent/guardian's work phone numbers
2. Home phone numbers
3. Phone numbers where parents/guardians can be reached in case of emergencies
4. The name, address, and phone number of the student's physician
5. The names of authorized persons to check-out and/or pick up students in the absence of the parent/guardian.
6. Other information as may be requested on the form

In addition, standardized school health forms shall be completed by the parents/legal guardian for each student. These health/medical forms provide pertinent health, medical and emergency contact information in times of need. School officials shall be entitled to rely upon the information that appears in the students records when the need to contact parents arises. Accordingly, it shall be the responsibility of the parent to notify the school principal, in writing, and to provide the principal with updated information should any of the information provided at the beginning of the school year change.

Revised: November 5, 2015

Ref: La. Rev. Stat. Ann. §§17:81, 17:3914; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-5-15.

STUDENT ACTIVITIES

The Claiborne Parish School Board believes that student activities at school are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals. The Board recognizes that the greatest values to be derived from both curricular and extracurricular student school activities occur when such activities are developed and encouraged through participation among, or the knowledge of, the student body, interested members in the community, and school staff.

The Board further believes that any program of student activities should:

1. Require all student participation to be on a voluntary basis;

2. Require that student activity funds be used for purposes which benefit the student body of the school; and

3. Permit the formation of student unions, student clubs, and other student groups organized to promote or pursue specialized athletic, social service, and social activities providing that all organizations have the prior approval of the Board.

4. A student must be passing the class he/she will miss to attend a co-curricular activity. The student may miss no more than twelve (12) total instructional hours per year for these activities.

Ref: La. Rev. Stat. Ann. §§17:81, 17:2091, 17:2092, 17:2093.

STUDENT ACTIVITIES FUNDS MANAGEMENT

The Claiborne Parish School Board recognizes that from time to time schools must attempt to generate funds to supply needed instructional materials and supplies, as well as provide other benefits to the school and student body. All fees, fundraising activities, and other sources of student activity funds managed directly by the school shall require approval of the Superintendent and/or his/her designee.

General cash controls, receipt and disbursement of all monies, reports, and other accounting practices to be followed shall be in accordance with procedures outlined by the Superintendent and staff. All teachers, principals, and any other school personnel who handle cash, receipts, or disbursements of school funds shall be required to abide by the stated guidelines.

FUNDRAISING ACTIVITIES

The Claiborne Parish School Board recognizes that citizens, students, Board personnel, other persons and organizations may wish to express support for a particular school or the school system by participating in school-sanctioned fundraising activities. The Board shall require that such fundraising projects be conducted so that they do not interfere with educational objectives or community standards.

Any school club or organization shall request permission from the principal and approval of the Superintendent or his/her designee prior to engaging in a fundraising activity. The principal shall submit to the Superintendent or his/her designee a *Request for Fundraising* disclosing a need for the fundraising project. Plans for such activities should be made well in advance of the event, and the total fundraising efforts in a school shall be limited based on needs.

The School Board shall not permit door-to-door soliciting or sales involving students at any grade level. However, this prohibition does not preclude organized off-campus fundraising activities done under the direct supervision of faculty, booster groups, or other adults, if such activities are approved by the principal. Other special sales or solicitations for advertisements may be conducted by phone or mail. If personal visits by students become necessary, they shall be restricted to businesses *only*, and the students must be in groups of at least two (2).

CHARITY DRIVES

A school has permission to participate in charity fundraising drives during each school session. Fundraising drives for approved charitable organizations must have the approval of the Superintendent or his/her designee.

All donations made as a result of charity fund drives by a school or the Board shall be

made without any recompense, expectation of benefit, or receipt of anything of economic value. Schools shall not be allowed to accept raffle tickets, prizes, or any other benefit in return for donations to an outside charity.

Ref: La. Rev. Stat. Ann. ''17:81, 17:196, 17:414.3, 17:2091, 17:2092, 17:2093, 24:515, 39:1301 et seq., 42:1101, 42:1102, 42:1116, 42:1121; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

STUDENT ORGANIZATIONS

The Claiborne Parish School Board, recognizing the importance of worthwhile organizations in the school, encourages all students to participate in student organizations and club activities. Students shall have the right to form organizations within the school for cultural, social, athletic, and other authorized purposes which will enrich and extend their education. Such groups shall follow administrative regulations and procedures developed and maintained by the Superintendent and staff governing the creation and operation of student organizations and clubs in accordance with School Board policy.

Student organizations or clubs shall not deny membership to any student because of race, color, creed, sex, national origin, or disability.

Principals shall be responsible for approving or authorizing any student activity and/or organization and shall also be responsible for the operation and oversight of all student activities or organizations to assure compliance with administrative regulations.

EQUAL ACCESS

As provided by the Federal *Equal Access Act*, any school which allows non-curriculum related groups access to school facilities during non-instructional time must adhere to the following criteria:

1. Equal access will not be denied on the basis of religious, political, philosophical or other content of such meetings or organizations;

2. The meetings are voluntary and student-initiated;

3. There is no sponsorship of the meetings by the school, the government, or its agents or employees;

4. Employees or agents of the school or government are present at religious meetings only in a non-participatory capacity;

5. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school;

6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and

7. If access is given to school media such as bulletin boards, newspapers, or public address systems, it must be given to all non-curriculum related clubs on an equal basis.

Ref: 20 USC 4071-4074 (*Equal Access*); 20 USC 7905 (*Equal Access to Public*

School Facilities); La. Rev. Stat. Ann. ''17:81, 17:2091.

STUDENT PUBLICATIONS

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Claiborne Parish School Board supports the development of student-produced school newspapers, yearbooks, and other publications.

The School Board recognizes the students' desire for freedom of expression. Freedom of expression in our schools shall be interpreted as including, and not being contrary to:

- development of student responsibility in distinguishing between freedom and license.
- consideration by the faculty of the maturity levels of students and of appropriate standards of journalistic taste.
- care for the development of skills of written expression among students.

Therefore, the School Board encourages the use of school sponsored publications to express students' points of view. Such publications shall be free from all policy restrictions outside the normal rules for responsible journalism (the avoidance of libel, obscenity, defamation, false statements, or material advocating racial or religious prejudice). Student publications shall provide as much opportunity as possible for the sincere expression of student opinion. All student publications must have the prior approval of the principal before initiation and shall be supervised by the designated faculty advisor.

Ref: La. Rev. Stat. Ann. '17:81; Quarterman V. Byrd, 453 S 2d 54 (CA. 5th 1971).

EMPLOYMENT OF STUDENTS

The Claiborne Parish School Board realizes that some students may need to have part-time employment positions. Senior high school students over the age of 16 may be allowed to complete their senior classes in the morning, if their class schedules can be so arranged, in order for the student to be released for part-time employment in the afternoons. Before release of the student, proof of employment shall be submitted by the student. The school reserves the right to monitor a student's continued employment.

EMPLOYMENT CERTIFICATES

Employment certificates are issued for youth to work only during vacation time and after school hours. No employment certificate can be issued for a high school student to work during the hours that school is in session. Employment certificates for the youth of Claiborne Parish shall be issued by the Superintendent or his/her designee and submitted to the Louisiana Department of Labor. The original employment certificate shall be signed by the minor and the Superintendent/designee as issuing authority. A copy of each employment certificate shall be retained by the School Board together with documents required to be submitted with the application for employment certificate. Any additional information needed by students or teachers of Claiborne Parish public schools may be obtained by inquiring at the School Board office.

Youth between the ages of 18 and 21 are not required to have employment certificates but may be issued certificates of age upon request of the employer.

Ref: La. Rev. Stat. Ann. ''23:161, 23:162, 23:163, 23:183, 23:184.

SOLICITATIONS OF STUDENTS

It is the policy of the Claiborne Parish School Board that students should not be the target of any person engaged in the act of selling goods or services except in the senior high levels for graduation related items and for the annual school pictures in all grade levels. Therefore, no person or organization, whether profit or non-profit, shall conduct sales of food stuffs or any type merchandise on the school premises except upon approval of the Superintendent and/or his/her designee.

No agents, solicitors, collectors, or other persons of like employment shall be allowed to take the time or attention of any student or teacher during school hours or on school premises to advertise, exhibit, promote, collect for, or sell any article whatsoever without the specific approval of the Superintendent or designee.

Formal fundraising drives of a school or a parents' club may be conducted in accordance with Board policy.

The collection of money by school employees from students for personal gifts to teachers, principals, and other school employees shall be prohibited.

Yearbook staffs at schools shall be permitted to sell advertising to local businesses under the direction of the school principal.

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

STUDENT-COMMUNITY RELATIONS

PUBLIC PERFORMANCES BY STUDENTS

Participation in community celebrations, patriotic observances, or other special events, by bands, choral groups, athletic teams, or other student groups is encouraged by the Claiborne Parish School Board as a means for maintaining better relations between the school district and the community. The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description, however, shall not be permitted.

School principals are urged to cooperate with any group or groups having promotion of the welfare of the youth of the community as their purpose, provided that youth of every race, religion, nationality, and social strata benefit equally.

Authority to approve participation in events of the nature described in this paragraph is delegated by the Board to the Superintendent and or his/her designee.

PREGNANT STUDENTS

The Claiborne Parish School Board is cognizant of the problems of marriage, pregnancy and parenthood among students prior to their graduation from high school. The School Board authorizes the Superintendent to assure that such students have the opportunity to earn the education which they deserve.

It is recommended that a pupil who becomes pregnant notify the principal or school counselor in writing immediately upon knowledge of the condition. Pregnant pupils will be permitted to continue in school in all instances when continued attendance has the sanction of the expectant mother's physician. A physician's statement shall be submitted stating the pupil's medical condition, approval for continued attendance, and activities in which the pupil may not participate. The student shall keep the school administration continually apprised of her progress. The school shall not be held responsible for any medical problems that may arise with a pregnant pupil while she is in school.

Should the student need to be absent from school for a prolonged period of time, the student may enroll in the School Board's homebound instruction program until released by her physician to return to regular classes. Any student who is not able to return to regular classes shall be encouraged to enroll in an appropriate alternative education program.

Marital, maternal, or paternal status shall not affect the rights and privileges of pupils to receive a public education nor to take part in any extracurricular activity offered by the schools.

After delivery, the student shall be permitted to return to school as soon as she is physically able, upon certification by her physician.

In regard to each expectant and parenting student, each school and the Claiborne Parish School Board shall:

1. Maintain confidentiality in regard to the student;
2. Ensure a safe and supportive learning environment for the student;
3. Promote academic success for the student;
4. Utilize sensible attendance policies, taking into account all necessary factors; and,
5. Provide a supportive school environment that promotes high school graduation.

Revised: February 9, 2017 Revised: December 9, 2021

Ref: US Constitution, Amend. XIV, ' 1; 20 USC 1681 et seq. (*Discrimination Based on Sex or Blindness*); La. Rev. Stat. Ann. §17:221.7; Cleveland Board of Education v. LaFleur, 94 S.Ct. 791 (1974); Davis v. Meeks, 344 F.Supp. 298 (N.D. Ohio 1972); Holt v. Shelton, 371 F.Supp. 821 (M.D. Tenn. 1972); Board minutes, 2-9-17, 12-9-21.

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LANGUAGE MINORITY STUDENTS

All schools with language minority students shall be obligated to provide written or verbal communications with these students and parents or guardians in a language they can best understand, as referenced through the *Limited English Proficiency* (LEP) guidelines.

Ref: 29 USC 6801 et seq. *(Language Instruction for Limited English Proficient and Immigrant Students)*; 20 USC 7401 et seq. *(Indian Education)*

STUDENT PRIVACY AND EDUCATION RECORDS

The Claiborne Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (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 Claiborne Parish 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 eighteen (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, School 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 Claiborne Parish 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, AND RIGHTS TO RECORDS

1. The right to inspect and review the student's education records and to receive a copy of same within ten (10) business days of submitting a written request.

   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 Claiborne Parish 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 Claiborne Parish 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, or as expressly authorized by statute, if applicable requirements are met.

D. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized by 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.

E. 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.

F. To accrediting organizations to carry out their accrediting functions.

G. To parents of an eligible student, if the student is a dependent for IRS tax purposes.

H. To comply with a judicial order or lawfully issued subpoena, subject to the

requirements of federal and State law.

I. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.

J. 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.

K. 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.

L. Information provided in accordance with a contract between the School 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.

M. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.

N. To a Louisiana postsecondary education institution for the purpose of processing applications for admission or to the Office of Student Financial Assistance in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for purposes of determining eligibility for the aid, determining the amount of the aid, determining the conditions of the aid, or to enforce the terms and conditions of the aid.

O. To the Louisiana Board of Regents, to be used only by Board of Regents staff for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and to evaluate comparative postsecondary performance outcomes based upon student transcript data in order to develop policies designed to improve student academic achievement.

3. Each public school shall, at the beginning of each school year, provide a form to be signed by the parent or legal guardian of each student in grades 8-12 enrolled

in the school, whereby the student's parent or legal guardian may provide consent or deny consent for the collection and disclosure of the student's information as provided in paragraphs 2(N) and 2(O) of this Subsection. No data shall be collected for purposes paragraphs 2(N) and 2(O) of this Subsection, unless a student's parent or legal guardian provides written consent.

The form shall contain a statement notifying the student's parent or legal guardian exactly what items of student information will be collected and that disclosure of the student information collected will be restricted to Louisiana post-secondary education institutions and the Office of Student Financial Assistance to be used solely for the purpose of processing applications for admission and for state and federal financial assistance and to the Board of Regents to be used solely for the purposes of providing reports to the school governing authority and developing policies designed to improve student academic achievement. The form shall include notification that the failure to provide written consent for the collection and disclosure of the student's information may result in delays or may prevent successful application for admission to a postsecondary educational institution and for state and federal student financial aid. The form shall also notify the student's parent or legal guardian of his/her right to withdraw consent previously provided.

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 Claiborne Parish School 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:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;

2. 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;

3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;

4. University transcript requests, scholarships, and admissions;

5. LHSAA, NCAA, and other related sports programs or sanctioning entities;

6. Online resources and educational tools;

7. School photography and yearbook providers;

8. Any other information considered "Directory Information", to the extent allowed in FERPA.

In addition, two federal laws require School Boards 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 School Board 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 federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless a parent has submitted a written request that such information not be released without prior written consent of the parent. 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:

1. 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 (18) and not emancipated. For a student who has reached the age of eighteen (18) 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.

2. A teacher of record. Such access shall be limited to information about his current students.

3. The school principal and school registrar.

4. 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/her duties.

5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

6. 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:

1. The Superintendent of the school system.

2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.

3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

4. 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/she has access.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Claiborne Parish 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 Claiborne Parish School Board's website.

CREATION OF PROCEDURES

The Claiborne Parish 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: April 5, 2012
Revised: June 6, 2013
Revised: August 6, 2015
Revised: February 7, 2019

Ref: 20 USC § 1232(g-i); 34 C.F.R. Part 99 (*Family Educational Rights and Privacy Act*); 20 USC §1400 et seq. (*Individuals with Disabilities Education 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; Louisiana Attorney General Opinion No. 15-0103; Board minutes, 4-5-12, 6-6-13, 8-6-15, 2-7-19.

STUDENT FEES, FINES AND CHARGES

The Claiborne Parish School Board may assess certain student fees or charges to help offset costs associated with classes or class or school activities or enrollment. No educational records of any student may be withheld for failure to pay a fee, fine, debt, or other outstanding obligation.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not mean the cost of school meals. Fees shall not include monetary payment for extracurricular activities.

Curricular activities are those activities which are part of the instructional work that goes on in the classroom, in a laboratory, in a workshop, etc. relating to a course curriculum, in which there is full involvement of the school instructional staff.

Co-curricular activities are those activities that are relevant and 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 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.

SCHEDULE OF FEES

The *Schedule of Fees* for all schools within the Claiborne Parish School System is found in Appendix A to this policy. A school shall not charge or assess a fee unless the fee has been set and included in said *Schedule of Fees*. This policy, including the *Schedule of Fees* (Appendix A), shall be reviewed and revised as necessary.

ECONOMIC HARDSHIP FEE WAIVER/REDUCTION

A student or his/her parent or legal guardian may request and receive a waiver or reduction of payment of a fee due to economic hardship. Requests for waivers of fees due to economic hardship shall be considered based on objective criteria which may include, but are not limited to, the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.

2. Is in foster care or is caring for children in foster care.

3. Is homeless.

4. Is serving in, or within the previous year has served in, active military service.

5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.

6. Is an emancipated minor.

Waiver Application Procedure

A written request for a waiver of fees shall be submitted to the school principal of the l or his/her designee for consideration. The basis for the requested waiver should be stated and proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied by the school principal, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

A waiver may be granted in full or denied, or a fee reduction may be granted in lieu of a full fee waiver.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record* but may be audited to ensure compliance with School Board policy. A student's *personally identifiable information* associated with such a waiver request shall not be made public.

SCHOOL SUPPLIES

The Superintendent shall establish administrative guidelines/procedures regarding school supplies requests. No **fees** for school supplies shall be assessed unless included in the *Schedule of Fees* (Appendix A).

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Payment by parents/guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. The School Board may waive or reduce an imposed monetary fee if the student is from an economically disadvantaged family and/or may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both the School Board and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a student be denied promotional opportunities as a result of lost or damaged textbooks or failure to compensate the school district for same. Students shall not be denied continual enrollment each grading period or re-entry in succeeding school years as a result of lost or damaged books or failure to compensate the school district for same.

Students shall not be denied the use of a textbook during school hours each day.

Revised: November 9, 2017
Revised: November 7, 2019

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:81, 17:112, 17:177, 17:178; Board minutes, 11-9-17, 11-7-19.

APPENDIX A
SCHEDULE OF FEES

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
School Fee	$10.00	General Office	Per homeroom

SCHOOL-COMMUNITY RELATIONS GOALS

The Claiborne Parish School Board, in an effort to ensure and enhance the possibilities for excellence in the education of children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community, and never any stronger; and (c) the support of the people must be based upon their knowledge of their understanding about, and their participation in the aims and efforts of the public schools.

The Board therefore reaffirms and declares its design and intent:

- to keep the citizens of the system regularly and thoroughly informed through all the channels of communication on all the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the office of the Superintendent of Schools.

- to invite the advice and counsel of the people of the school system at all times and especially at all monthly meetings of the Board, except at executive sessions.

- and to solicit the sound thinking and studied counsels of the people through advisory committees selected from the community and appointed by this Board to consider those problems which vitally affect the future of the children in the parish.

PUBLIC INFORMATION PROGRAM

The Superintendent of the Claiborne Parish School Board and the administrative staff shall be responsible for the maintenance of all documents, letters or other printed materials collected, assembled and maintained by the school district. All written requests by citizens or outside agencies for information shall be directed to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the request to determine if the information requested is public in nature.

If the information is determined to be public in nature, the Superintendent or his/her designee shall direct that it be released for duplication on the premises during normal business hours. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information shall be so notified and shall be notified again upon its becoming available.

NOTIFICATION

The School Board shall require each school, at the beginning of each school year, to provide the parent or legal guardian of each student with written information outlining the process and procedures to be followed in order to make a complaint, or request information from the school or School Board. Such information shall include at least the name, address, phone number and e-mail address of the appropriate person(s) to contact at each step of the process, and shall be updated annually.

Members of the general public should call the School Board office for assistance when requesting information or to make a complaint.

Ref: La. Rev. Stat. Ann. §§17:172, 17:415, 44:1; Board minutes, 11-6-08.

PUBLIC CONCERNS AND COMPLAINTS

It shall be the policy of the Claiborne Parish School Board that written allegations concerning local school policy, or concerns about school matters be submitted to the principal of the school. If the matter cannot be settled at this level the matter should then be presented to the Superintendent in writing with all allegations documented and signed.

It shall further be the responsibility of the principal of the school and Superintendent to document any and all meetings of this nature.

These documents shall be made available to the School Board members in the event these matters reach the School Board.

PUBLIC COMPLAINTS

Constructive criticism of the schools is welcomed by the Claiborne Parish School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the principal or designee of the school for study and possible solution.

The Board shall require the Superintendent and staff to maintain and disseminate information to parents, legal guardians, and the general public on the proper process and contact information to be used when making complaints.

The Board will consider hearing citizen complaints when they cannot be resolved by the administration (teacher, principal and Superintendent). Matters referred to the Board shall be submitted through the Superintendent and must be in writing and should be specific in terms of the action desired. The Board shall not consider or act on complaints that have not been explored at the appropriate administrative level.

Ref: La. Rev. Stat. Ann. ''17:81, 17:172; Board minutes, 11-6-08.

USE OF SCHOOL FACILITIES

The Claiborne Parish School Board recognizes the functions of school buildings and grounds shall be to accommodate approved school programs for students and to assist in meeting the educational, cultural, civic, social and recreational need of communities. Use of school buildings by the community shall be considered a secondary function so as not to interfere with regular school-day programs of the students. The Claiborne Parish School Board has a responsibility to safeguard the financial security and protect the property of the district.

USE OF SCHOOL FACILITIES

1. The term *school facilities* as used herein shall mean and include all school buildings, school grounds, or other buildings, property, or equipment, or any part thereof, belonging to, in the possession of, or operated by the school system.

   The term *person* as used herein shall mean and include the terms person, group, firm, association, corporation, organization, and all other similar terms.

2. No person shall be permitted to use school facilities for any meeting, program, or other activity the primary purpose of which is the personal, financial, or pecuniary benefit of such person.

   No person shall be excluded from any meeting, program, or use because of that person's race, color, creed, national origin, sex, religious or political preference.

3. All applications for the use of school facilities procedures set forth herein shall be considered for approval by the principal, subject to final written approval of the Superintendent or his/her designee. Generally, the application will be granted unless it is determined that the proposed use of the facility by the applicant shall be detrimental to the orderly operation of the school system. The Principal shall make a reasonable investigation of the application, person, club or organization and purpose of the use of such facility and shall notify the applicant in writing of his/her decision.

   The Superintendent shall be authorized to waive requirements in the event of special circumstances and/or make administrative decisions not covered by this policy.

4. No person, club, or organization granted permission to use school facilities shall bring, or permit to be brought, into or onto or about such school facility any alcoholic beverage, drug, or weapon as defined by the laws of the State of Louisiana and/or policies and regulations of the Board. Smoking in any school buildings or in or on School Board property shall also be prohibited.

5. School facilities will be available to outside agencies to rent or lease for appropriate after-hour uses according to the following:

   a. Rental/lease shall be limited to non-profit organizations or groups only. Any admission or registration fees collected can only be used to offset the cost of rental/lease. Any excess of fees collected (i.e., "profit") must be given to the host school.

   b. Approved non-profit charitable organizations may be exempted from the requirement above if they are a recognized charitable organization and the proceeds are to benefit the goals of that organization. If in doubt, the Superintendent shall be authorized to approve/disapprove the request, with the right of appeal to the Claiborne Parish School Board at its next regular meeting.

6. The usage of *school facilities* by any person, group, or organization shall be based on a properly documented application and governed by a signed lease agreement between the person, group, or organization and the School Board. The lease agreement shall contain, but not be limited to, the following:

   A. A statement that the person signing the application has read and understands all policies, regulations, and procedures relating to the use of school facilities and that such person, club, or organization meets all requirements thereof necessary to obtain permission to use such school facility, as well as that the purpose of such use also complies with all of such policies and requirements.

   B. All persons attending the function or use of the school facility requested shall also be required to obey all rules and regulations of the School Board relating to school facilities, and the person, group, or organization shall be responsible for the conduct of all such persons.

   C. The person, group, or organization shall agree to:

      (1) Be responsible for any and all damages of every nature whatsoever to the school facility or the school system resulting from its use by such person, group, or organization.

      The person, group, or organization shall see that the facility used is left free of debris and in a reasonable, clean condition.

      (2) Waive any and all rights of recovery from the Board, its members, and the school district for any injuries or damages resulting from the use of school building facilities or grounds. The person, organization, or group shall provide a certificate of insurance

showing insurance coverage for the event being held, with a minimum of $1,000,000 general liability per occurrence. The Claiborne Parish School Board shall be listed on the policy as an *additional named insured*. A certificate verifying the purchase of such insurance should be presented to the Board at least twenty-four (24) hours prior to use of the facilities.

(3) The Board reserves the right, through the Superintendent, principal or other designated person to cancel the use of any Board-owned or operated facility at any time when deemed in the best interest of the school system.

D. The falsification of any information required or the failure to comply with all policies, regulations, and procedures shall result in the person, group, or organization being prohibited from using any school facility in the future.

7. Fees

Rental fees for the use of *school facilities* shall be approved by the Board. It should be noted that the School Board cannot legally absorb any cost for use of its facilities by persons, groups, or organizations not considered part of the school, as this would be a donation of public funds which is prohibited by the state constitution.

All fees, once calculated, shall be paid directly to the principal, who after deducting for custodial services and any other personnel charges shall deposit the balance in the Facilities Rental Account. One-half of these funds shall be paid to the Claiborne Parish School Board for utilities cost at the end of the school year. The remaining monies shall be utilized for any improvements to the school's facilities deemed necessary by the principal.

1. Facilities available for rental/lease:

a. Auditorium ($50.00 per hour with a two-hour minimum and $10.00 per hour utilities cost).

b. Cafeteria ($50.00 per hour with a one-hour minimum and $6.00 per hour utility cost).

Use of cafeteria shall be restricted to dining area only. If the food preparation is desired, it shall require the use of the cafeteria staff of the school and the approval of the food service supervisor. Lessee shall be responsible for compensation of the school cafeteria staff.

c. Gymnasium ($75.00 per hour with a two-hour minimum and $6.00 per hour utilities cost). Due to the high liability risk for injuries and the potential for special circumstances, use of the gymnasium must be approved by the Superintendent and the principal of the school involved. Prior to rental of a gymnasium for athletic competitions, the lessee must provide **individual signed releases for each participant**. If the participant is under the age of 18, the release must be signed by his/her legal guardian. Rental/lease of gymnasiums for athletic competitions other than school-related shall be limited to once a calendar year. Lessee must also provide liability insurance with at least a $1,000,000 umbrella and naming the Claiborne Parish School Board as an additional insured.

d. Other facilities (classrooms, libraries, etc.) at a rate to be determined by the Superintendent in conjunction with the Principal.

2. Deposits: $100.00 for all facilities other than gymnasiums. Gymnasium rentals/leases shall require a $200.00 deposit. Deposits must be in advance and will be refunded when facilities have been inspected and found to be in pre-rental condition. Otherwise, deductions from the deposit may be made as appropriate.

Other Conditions

a. A staff member must be present during facilities usage. Lessee must pay $10.00 per hour for any staff member required to be present.

b. Approval of the principal shall be required to prevent schedule conflicts.

c. Adult chaperones/representatives and/or security (police) must be present at all times.

d. Arrangements for keys and key return shall be made with the principal.

e. All functions/use of facilities shall be completed by 10:00 p.m., unless special permission has been obtained for extended hours.

f. All buildings shall be properly secured when activity is complete.

g. Failure to abide by the rules shall prohibit future use.

USE OF SCHOOL GROUNDS

The public shall be allowed to use school grounds (excluding buildings) for recreational or sport purposes **only** during daylight hours and only during the time when classes or

other school or school-sponsored or approved activities are not being held. No motor vehicles of any type, firearms, or explosives or other dangerous weapons or alcoholic beverages shall be allowed on any school grounds. All activities of a non-recreational or non-sports nature, such as political rallies, gatherings, or meetings shall be prohibited.

No supervisory personnel shall be provided during this time, and any person who uses the school grounds for the limited purposes set forth herein does so at his/her own risk. The Board shall assume no liability for any accident, injury, or loss suffered by any person using the school grounds under the permission herein granted.

The person, group, or organization shall provide the required certificate of insurance prior to the use of school grounds.

RIGHT OF REFUSAL

The Board reserves the right to refuse any request to use facilities which:

1. Concerns any activities prohibited by state and/or Board policies;

2. Is made by any persons or organizations which have failed to follow procedures developed by the Superintendent or his/her designee; or

3. Is considered in any way contrary to the best interests of the school system.

Ref: Constitution of Louisiana, Art. VII, Sec. 14(A); La. Rev. Stat. Ann. ''17:81,

17:240.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Claiborne Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the School Board.

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. The Superintendent or designee shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school function.

Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. The Superintendent shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function.

Examples of unsportsmanlike conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with School Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

Revised: December 5, 2024

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 12-5-24.

Claiborne Parish School Board

VISITORS TO THE SCHOOLS

The Claiborne Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged. Classroom visits shall be approved **in advance** by the principal or his/her designee and classroom teacher. Visitors shall not be permitted to remove students from the classrooms or other school activities without the direct permission of the legal guardian of the student and/or an authorized school staff member.

Visitors shall be prohibited from entering any destination other than the destination designated on the visitor’s badge. If further assistance is needed, the visitor shall report back to the reception desk.

Visitors shall be expected to be appropriately dressed, unimpaired by drugs or alcohol, and display respect for activities in progress at the school. All minors shall be accompanied by a parent/guardian. Unaccompanied minors shall not be permitted to enter the building or remain on school grounds. If any issues arise, the receptionist should seek administrative assistance.

Principals are authorized to take the necessary steps in dealing with unauthorized visitors, including requesting the assistance of law enforcement officers to escort unauthorized visitors off school property, if necessary.

The School Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate School Board policy.

In addition to the above, each school may implement campus visitation procedures, which shall be pre-approved by the Superintendent, regulating parents and other third-parties while on school grounds. Any campus visitation procedure(s) implemented by a school site may include provisions wherein the principal has discretion to consider such factors

as classroom capacity, purpose of the parental visit or observation(s), potential for disruption of the educational process, student health and safety, confidentiality of education records and information pertaining to other students, testing schedules, prior parental behavior and/or behavior of the child while in the presence of the parent, and other relevant factors, which in the opinion of the principal affect his/her decision to permit the parental visit or third-party visit.

Revised: December 5, 2024

Ref: La. Rev. Stat. Ann. §§17:416.6, 17:416.10; Board minutes, 12-5-24.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

The Claiborne Parish School Board recognizes that cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in schools, and for safeguarding school property, as well as its responsibility to parents for the welfare of students while in the care of its schools.

In order to accomplish these goals, contact with and the presence of law enforcement agencies on School Board properties shall be governed by the following plan of action:

COOPERATION WITH LAW ENFORCEMENT

Any law enforcement officer entering school premises shall first report to the office of the principal, state the purpose of his/her visit, and produce proper identification. The principal or his/her designee may ask the officer to provide his/her supervisor's contact information in order to verify the officer's stated purpose of the visit before allowing him/her access to the school campus, students, or otherwise.

Arrest of a Student at School

Students shall be released only to properly identified law enforcement officers who present a warrant or subpoena for the arrest of a student. Reasonable efforts shall be made by school officials to notify the student's parent/legal guardian or other person(s) designated on the *Student Health* form and such notification shall be documented.

Investigations by Law Enforcement

No student shall be interrogated by any law enforcement agency without the permission of the school principal or his/her designee. Any interrogation of a student by law enforcement shall be conducted in private and the school principal or his/her designee must be present. Except in certain circumstances, reasonable efforts shall be made by school officials to notify the student's parent/legal guardian or other person(s) designated on the *Student Health* form (and such notification shall be documented), and if the student is a minor (16 or under), the interrogation shall not proceed unless a parent/legal guardian is present. *See* School Board Policy File: JCABC, *Interrogations*, pertaining to issues of child abuse.

PROCEDURES FOR REQUESTING AND LAW ENFORCEMENT ON CAMPUS

1. If it is determined that a criminal act may have been committed by a student on school property, the appropriate law enforcement agency shall be contacted by the school principal or his/her designee.

2. The responding law enforcement agency will investigate the reported incident and

secure any available evidence. If arrest of one or more students is necessary, such shall be done in the presence of the school principal or his/her designee.

3. Initial notification to the parent/legal guardian of a student's arrest under this provision shall be made by a school official. The school official shall advise the parent/legal guardian that the student has been arrested and to where he/she has been taken by law enforcement. The school official shall file a written report with the district's Supervisor of Child Welfare and Attendance.

Revised: November 9, 2017

Ref: US Constitution, Amend. IV; US Constitution, Amend. XIV, Sec. 1; La. Rev. Stat. Ann. ' '17:416, 17:416.3; Moore v. Student Affairs Committee of Troy State University, 284 F. Supp. 725 (M.D. Ala. 1970); New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct.; Board minutes, 11-9-17.

RELATIONS WITH ARMED FORCES/MILITARY AGENCIES

The Claiborne Parish School Board shall allow military recruiters the same access to secondary students as offered to postsecondary institutions and prospective employers. Military recruiters shall also have access to names, addresses and phone numbers of secondary students except in the case of a student whose parent has requested the information not be released.

Ref: 20 USC 7908 (*Armed Forces Recruiters Access to Students and Student Recruiting Information*).

STUDENT TEACHING AND INTERNSHIPS

The Claiborne Parish School Board shall cooperate with the teacher training institutions of the state by accepting and supervising student teachers, provided the following requirements are observed:

1. All student teaching assignments shall be coordinated with the Superintendent or his/her designee by the college.

2. Student teachers shall be assigned only to teachers agreeing to serve as a supervising teacher.

3. All student teachers, while attached to the school district, shall adhere to the Board policies and administrative rules and regulations of the school.

4. Institutions placing student teachers/interns in the Claiborne Parish public school system shall be required to execute the *Cooperative Student Teacher Agreement* prior to assignment of student teachers.

Ref: La. Rev. Stat. Ann. §17:81.

PATRIOTIC ORGANIZATIONS

Any patriotic organization may use any Claiborne Parish School Board public school building or property for student participation in its activities at times other than instructional time during the school day. *Patriotic organization* means a youth group that is listed as a patriotic society in Title 36 of the United States Code.

Each principal shall grant representatives of any patriotic organization the opportunity to speak with and recruit students to participate in the organization during school hours for the purpose of informing students of how the organization may further the students' educational interests and civic involvement in order to better their schools, their communities, and themselves.

The organization shall provide verbal or written notice to the principal of its intent to speak to the students and submit proof of liability insurance for the organization. The principal shall provide verbal or written approval of the specific day and time for the organization to address the students.

New policy: October 6, 2022

Ref: La. Rev. Stat. Ann. §17:2119; Board minutes, 10-6-22.

CODE FINDER

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Administration of Medication, JGCD
Administrative Intern Program, CEB
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