Calcasieu Parish School Board

BUILDING FOUNDATIONS FOR THE FUTURE

Dr. Jason VanMetre, Superintendent

TO: Members, Calcasieu Parish School Board

FROM: Robert Barrentine, Chief Operations Officer

DATE: November 17,2026 – 5:00 p.m.

SUBJECT: Auxiliary and Personnel Committee Meeting

AGENDA

A & P Committee Meeting Items

1. Policy Updates:
   a. Child Abuse – JGCE
   b. Personal Business, Leave Without Pay – GBRIA
   c. Education of Students with Exceptionalities – IDDF
   d. Sick Leave – GBRIB
   e. Suspension of Students – JDD
   f. Expulsion – JDE
   g. Discipline – JD
   h. Emergency Operations – EBBC
   i. Cameras in Special Education Classrooms – IDDFC
   j. Behavioral Health Services for Students – JGCFA
   k. Students Records – JR
2. Departmental Reports (Information only)
3. Discussion on extended salary schedule steps
4. Supervisor of Payroll positions – Job Description

A & P Committee Members:

Glenda Gay
Aaron Natali
Russell Castille, Vice Chair
Mary Fontenot
Patrick Pichon
Shawn Baumgarten, Chair
Karen Hardy McReynolds
Tony O'Banion
Rev. Desmond Wallace
Dr. Betty Washington
Phyllis Ayo

Administrative Offices 3310 Broad Street Lake Charles, LA 70615 Phone 337.217.4000 Fax 337.217.4051

JGCE

Child Abuse

REDLINE

LEGISLATIVE UPDATE - DRAFT - July 29, 2026

The Calcasieu Parish School Board shall endeavor to ensure that all instances of child abuse and/or neglect are reported in accordance with appropriate state and local laws and regulations. Therefore, the School Board directs that all school personnel be informed of their responsibilities under law as mandatory reporters when performing their occupational duties.

Each school employee who is a mandatory reporter as defined in the Louisiana Children's Code is subject to all provisions of state law relative to mandatory reporters, including but not limited to the training and reporting requirements for teaching or childcare providers provided in the Louisiana Children's Code.

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 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; (iii) any sexual activity constituting a crime under Louisiana law; or (iv) a coerced abortion conducted upon a child. Many state criminal laws prohibit the involvement of a child in sexual activity. By way of example but without limitation, some of these crimes include sexual touching or fondling a child, voyeurism, exposing a child to sexual acts or pornography, permitting a child to perform any sexually immoral acts, sexual intercourse with a child, sexual conduct between an educator and a student, lewd or lascivious

acts upon or in the presence of a child, solicitation of sexual conduct from a child, rape, and communication to a child of lewd images or words.

Child, for purposes of child abuse, 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.

Neglect means the refusal or willful 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 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/NEGLECT

Any *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 guidelines:

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.~~ 14:403. 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.~~ 14:403.

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.

INSERVICE TRAINING

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 Calcasieu Parish School Board who fail or refuse to report child abuse/neglect as provided by law or by this policy may be subject to disciplinary and/or dismissal proceedings for neglect of duty.

Latest revised**Revised: October 7, 2025**

▶ Full revision history (9 entries)

Cross References

- JDA
- JG

References

- La. Rev. Stat. Ann. ~~§§14:403, 15:539, 15:541, 17:81,~~ §§14:403, 15:539, 15:541, 17:421, 17:81, 17:81.6

- La. Children's Code, Title VI, Art. 601, 603, 603.1, 609, 610

Board Minutes

- Board minutes, 4-2-93, 5-11-04, 12-7-04, 4-8-08, 2-5-13, 9-12-17, 12-11-18, 1-10-23, 8-13-24, 10-7-25.

JGCE

Child Abuse

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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; (iii) any sexual activity constituting a crime under Louisiana law; or (iv) a coerced abortion conducted upon a child. Many state criminal laws prohibit the involvement of a child in sexual activity. By way of example but without limitation, some of these crimes include sexual touching or fondling a child, voyeurism, exposing a child to sexual acts or pornography, permitting a child to perform any sexually immoral acts, sexual intercourse with a child, sexual conduct between an educator and a student, lewd or lascivious acts upon or in the presence of a child, solicitation of sexual conduct from a child, rape, and communication to a child of lewd images or words.

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Latest revised**Revised: October 7, 2025**

▶ Full revision history (9 entries)

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Board Minutes

- Board minutes, 4-2-93, 5-11-04, 12-7-04, 4-8-08, 2-5-13, 9-12-17, 12-11-18, 1-10-23, 8-13-24, 10-7-25.

GBRIA

Personal Business, Leave Without Pay

REDLINE

LEGISLATIVE UPDATE - DRAFT - July 30, 2026

PERSONAL BUSINESS

The Calcasieu Parish School Board shall grant to all teachers, except those who receive annual leave, four (4) days absence during each school year to be used for such purposes as may be determined by the individual. The Calcasieu Parish School Board shall grant to all other employees, except bus ~~operators, and other employees who do not~~ operators and those who receive annual leave, two (2) days absence during each school year to be used for such purposes as may be determined by the individual. ~~These two (2)~~ For every day an employee is absent from work over the number of days allowed to that employee, the employee shall be considered on leave without pay and a full day's pay shall be deducted from their regular salary for each day absent.

Such personal leave days shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. ~~The two (2) days~~ Personal leave ~~for personal business~~ shall not be cumulative nor payable upon death or retirement or ~~retirement.~~ paid in any other manner except as provided by law. Leave for personal business shall be charged to and deducted from unused current and/or accumulated sick leave as of the date personal leave is taken. Any employee absent for more than two (2) days per year for personal business shall be considered on leave without pay and a full day's salary shall be deducted from their regular pay for each day absent.

If an employee erroneously reports personal business exceeding days allowed and has salary deducted, the employee will be allowed to correct the error with salary restored in the next available pay period. The only method of correction must be generated by the employee on school letterhead with an explanation signed by the employee, principal, and appropriate administrative director. An employee will have fifteen (15) days after the pay period containing the error to submit a correction to the payroll Department.

LEAVE WITHOUT PAY

The Board may grant leave of absence, without pay, to any regularly employed teacher or other employee for periods of time not to exceed one (1) year, based on the recommendation of the Superintendent. Such leave shall be granted by the Board, upon proper request and explanation in writing by the employee, whenever in the discretion of the Board such leave is in the best interest of the school district. Leave without absence pay shall not be granted in order to work in another school

system or to be employed full time. Early return from leave without pay shall be approved by the Superintendent.

Any Calcasieu Parish School Board member, employee, or citizen who is aware of possible violations of the leave without pay policies is encouraged to report any and all possible violations to the Personnel Department. The Personnel Department will take the appropriate action.

FAMILY AND MEDICAL LEAVE

The Board shall permit qualified employees to take up to twelve (12) workweeks of unpaid leave in a twelve (12) month period for family and medical reasons. Employees qualifying for family and temporary medical leave shall have been employed by the Board for the previous twelve (12) months prior to the date of the leave to be taken. For the purposes of this policy, the 12 month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:

1. For the birth of the employee's child and subsequent care;

2. For the placement of a child with the employee for adoption or foster care;

3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or

4. When the serious health condition of the employee renders the employee unable to work.

BEREAVEMENT LEAVE

Bereavement leave shall be granted to employees in the event of the death of an immediate family member without the absence(s) being charged to either sick leave or annual leave. Such leave shall be administered as follows:

1. The calendar day before the funeral; the calendar day of the funeral; the calendar day after the funeral.

2. Immediate family shall be defined as spouse and children; mother and father or that of the spouse; brothers and sisters and their spouses or that of the spouse; and the employee's grandparents, spouse's grandparents, grandchildren, daughter-in-law, and son-in-law.

The principal or department head shall be responsible for verifying bereavement leave requested.

SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE

An employer may grant any employee of the school system leave from work of up to a total of sixteen (16) hours during any twelve (12) month period to attend, observe, or participate in conferences or classroom activities related to the employee's dependent children for whom he/she is the legal guardian that are conducted at the child's school or day care center, if the conferences or classroom activities cannot reasonably be scheduled during the nonwork hours of the employee. An employee who wishes to request such leave shall provide a reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer.

An employer is not required to pay an employee for any time taken as leave for conferences and school activities. However, an employee shall be permitted to substitute any accrued vacation time or other appropriate paid leave for any leave taken as provided here.

Latest revised**Revised: June, 2003**

▶ Full revision history (4 entries)

References

- 29 USC 2601 (*Family and Medical Leave*)
- La. Rev. Stat. Ann. §§17:1171, 17:1186, 17:1208, 17:1208.1, 23:1015.2

Board Minutes

- Board minutes, 4-19-88, 8-1-89, 10-5-93, 10-21-97, 3-11-03

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Such personal leave days shall be used at the employee's discretion, upon submitting proper notice for such leave at least twenty-four (24) hours prior to taking said leave. Personal leave shall not be cumulative nor payable upon death or retirement or paid in any other manner except as provided by law. Leave for personal business shall be charged to and deducted from unused current and/or accumulated sick leave as of the date personal leave is taken. Any employee absent for more than two (2) days per year for personal business shall be considered on leave without pay and a full day's salary shall be deducted from their regular pay for each day absent.

If an employee erroneously reports personal business exceeding days allowed and has salary deducted, the employee will be allowed to correct the error with salary restored in the next available pay period. The only method of correction must be generated by the employee on school letterhead with an explanation signed by the employee, principal, and appropriate administrative director. An employee will have fifteen (15) days after the pay period containing the error to submit a correction to the payroll Department.

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IDDF

Education of Students with Exceptionalities

REDLINE

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The Calcasieu 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. In any special education due process hearing, the School Board shall have the burden of proof, including the burden of persuasion and production, relative to the appropriateness of a student's program or placement or the appropriateness of the program or placement proposed by the School Board. This burden shall be met by a preponderance of the evidence.

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

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

A school employee who 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 School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the 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.

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.

Latest revised**Revised: December 9, 2025**

▶ Full revision history (7 entries)

Cross References

- IDDFA
- IDDFB
- IDDFC

References

- 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

- Board minutes, 4-21-09, 10-8-13, 2-14-17, 12-9-25.

IDDF

Education of Students with Exceptionalities

LEGISLATIVE UPDATE - DRAFT - July 30, 2026

The Calcasieu 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. In any special education due process hearing, the School Board shall have the burden of proof, including the burden of persuasion and production, relative to the appropriateness of a student's program or placement or the appropriateness of the program or placement proposed by the School Board. This burden shall be met by a preponderance of the evidence.

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.

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SECLUSION AND RESTRAINT

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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.

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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 School Board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student's parent or legal guardian, and reporting of seclusion and restraint incidents to the 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.

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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.

Latest revised**Revised: December 9, 2025**

▶ Full revision history (7 entries)

Cross References

- IDDFA
- IDDFB
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References

- 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

- Board minutes, 4-21-09, 10-8-13, 2-14-17, 12-9-25.

GBRIB

Sick Leave

REDLINE

LEGISLATIVE UPDATE - DRAFT - August 7, 2026

The Calcasieu 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 in accordance with the following schedule:

Months Employed	Sick Leave Days per Year
9	10
10	11
11	11
12	12

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he/she reports for duty and actually performs work.

The minimum of ten days of sick leave for an employee shall be based 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* 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.

All other employees (10, 11, and 12 month employees) will be given a minimum of 10, 11, or 12 days which will be based on the employee's hire date. If hired after the appropriate starting time, their sick leave will be prorated from a schedule established by the Personnel Department.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

A *teacher* shall mean any person employed by the School Board who holds a valid teaching certificate or any social worker, school counselor, or school psychologist employed by the School Board who holds, as applicable, a valid professional ancillary certificate.

A *bus operator* shall mean any person employed by the School Board who operates a school bus transporting children under the supervision of the School Board.

A *school employee* shall mean any person employed by the School Board 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.

The use of the term *employee* shall include all three categories of personnel.

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a clinician certifying such illness. *Clinician* means a physician, physician assistant providing healthcare services in accordance with Louisiana law, or an advanced practice registered nurse providing healthcare services in accordance with Louisiana law. 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 clinician specified by the Superintendent or School Board, in order to verify the existence of a medical necessity.

Excuses for employee absences due to illness or injury must be provided on clinician'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 the reason for the illness or injury, date of the illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. serious illness or disability of immediate family (spouse or children);

2. serious illness or disability of the employee's parents or those to the spouse, brothers and sisters or those of the spouse; or

3. wedding of the employee.

Emergencies not listed shall be considered by the Superintendent.

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. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused 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.

Definitions

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.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a clinician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity or Adoptive Purposes

Each employee granted maternity or adoptive leave in accordance with state law and who has no remaining 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 extended sick leave being taken.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided **all** of the following conditions are met:

1. 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.

2. 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.

Application Process

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.

The required clinician's statement may be presented along with the request for extended sick leave subsequent to the employee's return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation are presented within three (3) days after the employee returns to service. However, the School Board or Superintendent reserves the right to question the validity of the medical certification after the three (3) 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.

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is 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 and battery. A *teacher* shall be required to provide a certificate from a physician certifying the disability. A *bus operator* or *school employee* shall be required to present certification of the disability from a physician

if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

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 sick leave authorized herein, 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 any 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 duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any employee 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

Any *teacher* who is disabled 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 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. Any *school employee*, but not a *bus operator*, disabled, as defined in La. Rev. Stat. Ann. §17:1200(C), in a similar manner shall receive up to one (1) year of such sick leave. The *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

The School Board shall not reduce the pay or accrued sick leave of any *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 duty with those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OFCLINICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the clinician's certification for any type of sick leave request made by a *teacher*, or for extended leave or leave requested as a result of physical assault or battery made by a *bus operator* or *school employee*, the School Board may require the employee to be examined by a clinician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the clinician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a clinician selected by the School Board or Superintendent. If the clinician finds medical necessity or certifies a disability, the leave shall be granted.

2. If the selected clinician disagrees with the original medical certification from the clinician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a *third* clinician, whose name appears next in the rotation of clinicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third clinician.

3. In the determination of the validity of a clinician's certification, the opinion of *all* clinicians consulted shall be submitted to the School Board or Superintendent in the form of a **sworn statement**. All information contained in any statement from a clinician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *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 abus 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 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 Calcasieu 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.

Latest revised**Revised: December 10, 2024**

▶ Full revision history (20 entries)

Cross References

- EGAA
- GBRIBA
- GBRIBB

References

- La. Rev. Stat. Ann. §§11:786, 11:788, 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

- Board minutes, 3-17-92, 6-5-01, 3-11-03, 12-7-04, 10-7-08, 1-12-10, 7-13-10, 10-2-12, 9-9-14, 3-13-18, 3-19-19, 2-9-21, 5-10-22,1-10-23, 12-10-24

GBRIB

Sick Leave

LEGISLATIVE UPDATE - DRAFT - August 7, 2026

The Calcasieu 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 in accordance with the following schedule:

Months Employed	Sick Leave Days per Year
9	10
10	11
11	11
12	12

Sick leave, when not used, shall be allowed to accumulate to the credit of the employee without limitation. However, upon initial employment, a *teacher* employed by the School Board shall not be allowed any sick leave until he/she reports for duty and actually performs work.

The minimum of ten days of sick leave for an employee shall be based 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* 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.

All other employees (10, 11, and 12 month employees) will be given a minimum of 10, 11, or 12 days which will be based on the employee's hire date. If hired after the appropriate starting time, their sick leave will be prorated from a schedule established by the Personnel Department.

TERMINOLOGY

Statutes governing sick leave for School Board personnel include differing provisions for different categories of employees. For purposes of this policy, the following terminology shall apply:

A *teacher* shall mean any person employed by the School Board who holds a valid teaching certificate or any social worker, school counselor, or school psychologist employed by the School Board who holds, as applicable, a valid professional ancillary certificate.

A *bus operator* shall mean any person employed by the School Board who operates a school bus transporting children under the supervision of the School Board.

A *school employee* shall mean any person employed by the School Board 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.

The use of the term *employee* shall include all three categories of personnel.

An employee who is absent for six (6) or more consecutive days shall be required to present a certificate from a clinician certifying such illness. *Clinician* means a physician, physician assistant providing healthcare services in accordance with Louisiana law, or an advanced practice registered nurse providing healthcare services in accordance with Louisiana law. 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 clinician specified by the Superintendent or School Board, in order to verify the existence of a medical necessity.

Excuses for employee absences due to illness or injury must be provided on clinician'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 the reason for the illness or injury, date of the illness or injury, and the anticipated return-to-work date.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee shall be considered to be in violation of his/her contract, and is not entitled to be paid for the days of unauthorized absence and non-performance of duties.

SICK LEAVE FOR EMERGENCIES

Emergencies for sick leave purposes shall be defined by the School Board as:

1. serious illness or disability of immediate family (spouse or children);

2. serious illness or disability of the employee's parents or those to the spouse, brothers and sisters or those of the spouse; or

3. wedding of the employee.

Emergencies not listed shall be considered by the Superintendent.

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. All decisions relative to the granting of extended sick leave shall be made by the Superintendent.

Unused 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.

Definitions

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.

Immediate family member shall mean a spouse, parent, or child of the employee.

Infant means a child under one year of age.

Medical necessity shall be the result of a catastrophic illness or injury, a life-threatening, chronic, or incapacitating condition, as certified by a clinician, of the employee or a member of his/her immediate family.

Parent means the biological parent of an employee or an individual who stood in *loco parentis* to the employee.

Extended Sick Leave for Maternity or Adoptive Purposes

Each employee granted maternity or adoptive leave in accordance with state law and who has no remaining 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 extended sick leave being taken.

Gainful Employment Permitted

An employee may undertake additional gainful employment while on extended sick leave, provided **all** of the following conditions are met:

1. 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.

2. 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.

Application Process

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.

The required clinician's statement may be presented along with the request for extended sick leave subsequent to the employee's return to service. In such a case, the extended sick leave shall be granted for all days for which extended sick leave is requested, provided the request and required documentation are presented within three (3) days after the employee returns to service. However, the School Board or Superintendent reserves the right to question the validity of the medical certification after the three (3) 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.

SICK LEAVE FOR ASSAULT OR BATTERY

Any employee of the public schools who is 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 and battery. A *teacher* shall be required to provide a certificate from a physician certifying the disability. A *bus operator* or *school employee* shall be required to present certification of the disability from a physician

if the bus operator or school employee is absent for six (6) or more consecutive days as a result of the disability.

Disability, for purposes of this policy, shall mean the inability to perform the essential functions of the job.

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 sick leave authorized herein, 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 any 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 duty with those restrictions, the employee's leave shall be granted or continued as provided by statute.

If any employee 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

Any *teacher* who is disabled 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 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. Any *school employee*, but not a *bus operator*, disabled, as defined in La. Rev. Stat. Ann. §17:1200(C), in a similar manner shall receive up to one (1) year of such sick leave. The *teacher* or *school employee* shall be required to present a certificate from a physician certifying the disability. The School Board may extend the period of sick leave beyond the allowable period at its discretion.

The School Board shall not reduce the pay or accrued sick leave of any *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 duty with those restrictions, the *teacher's* or *school employee's* leave shall be granted or continued as provided by statute.

VALIDITY OFCLINICIAN'S CERTIFICATION

If at any time during the period of certified disability the School Board questions the validity or accuracy of the clinician's certification for any type of sick leave request made by a *teacher*, or for extended leave or leave requested as a result of physical assault or battery made by a *bus operator* or *school employee*, the School Board may require the employee to be examined by a clinician selected by the School Board.

Any further review of medical certification shall proceed as follows:

1. Upon review of the clinician's certification submitted, if the School Board or Superintendent questions the validity or accuracy of the certification, the School Board or Superintendent may require the employee, or the immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a clinician selected by the School Board or Superintendent. If the clinician finds medical necessity or certifies a disability, the leave shall be granted.

2. If the selected clinician disagrees with the original medical certification from the clinician selected by the employee, then the School Board or Superintendent may require the employee, or immediate family member, as applicable, as a condition for taking the applicable sick leave, to be examined by a *third* clinician, whose name appears next in the rotation of clinicians on a list established by the local medical society and maintained by the School Board or Superintendent. The final determination of medical necessity or certification of a disability shall be based on the opinion of the third clinician.

3. In the determination of the validity of a clinician's certification, the opinion of *all* clinicians consulted shall be submitted to the School Board or Superintendent in the form of a **sworn statement**. All information contained in any statement from a clinician shall be confidential and shall not be subject to the public records law.

The School Board shall pay all costs of any examinations and tests determined to be necessary.

SICK LEAVE/WORKERS' COMPENSATION

Should any *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 abus 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 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 Calcasieu 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.

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▶ Full revision history (20 entries)

Cross References

- EGAA
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References

- La. Rev. Stat. Ann. §§11:786, 11:788, 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

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JDD

Suspension of Students

REDLINE

LEGISLATIVE UPDATE - DRAFT - August 13, 2026

The Calcasieu 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 fourthoffense*, 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.

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*.

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 either on or off school ~~employee,~~ property, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises or prohibited from returning to the school premises, as

applicable, 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.

For purposes of this section, School employee means any person employed by the school and any substitute teacher, substitute bus operator, or school volunteer.

This shall apply to any incident that occurs off of school property only if the incident is a continuation of a documented altercation that began on school property.

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 (battery) or 14:38.2 (assault), or both, or found guilty at a school system suspension hearing of committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned.

A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned. In addition, notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to this section if providing such transportation for the student will result in additional transportation costs to the school system.

All documentation relative to this provision shall be included and maintained in the student's records.

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 if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher. Each student who has been suspended for ten (10) days or fewer shall receive the missed assignments from each academic teacher. Once the assignments have been issued to the student, the student shall have one (1) school day for each day out due to suspension to complete and submit the work. The teacher shall assess the student's work and the student may receive 100% of the score earned on the assignment.

If a student does not complete the assignment in the allotted amount of time, the student shall receive a zero (0) for the assignments missed due to the suspension.

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*.

Latest revised**Revised: August 13, 2024**

▶ Full revision history (17 entries)

Cross References

- IDDG
- JBC
- JCDAB
- JD
- JDE
- JGCF

References

- 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

- Board minutes, 10-14-03, 5-9-06, 2-6-07, 9-4-07, 1-12-10, 2-5-13, 7-16-13, 12-8-15, 2-9-21, 11-9-21, 8-13-24

JDD

Suspension of Students

LEGISLATIVE UPDATE - DRAFT - August 13, 2026

The Calcasieu 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 fourthoffense*, 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.

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*.

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 either on or off school property, the principal shall suspend the student from school immediately and the student shall be removed immediately from the school premises or prohibited from returning to the school premises, as

applicable, 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.

For purposes of this section, School employee means any person employed by the school and any substitute teacher, substitute bus operator, or school volunteer.

This shall apply to any incident that occurs off of school property only if the incident is a continuation of a documented altercation that began on school property.

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 (battery) or 14:38.2 (assault), or both, or found guilty at a school system suspension hearing of committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned.

A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned. In addition, notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to this section if providing such transportation for the student will result in additional transportation costs to the school system.

All documentation relative to this provision shall be included and maintained in the student's records.

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 if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher. Each student who has been suspended for ten (10) days or fewer shall receive the missed assignments from each academic teacher. Once the assignments have been issued to the student, the student shall have one (1) school day for each day out due to suspension to complete and submit the work. The teacher shall assess the student's work and the student may receive 100% of the score earned on the assignment.

If a student does not complete the assignment in the allotted amount of time, the student shall receive a zero (0) for the assignments missed due to the suspension.

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*.

Latest revised**Revised: August 13, 2024**

▶ Full revision history (17 entries)

Cross References

- IDDG
- JBC
- JCDAB
- JD
- JDE
- JGCF

References

- 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)

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Board Minutes

- Board minutes, 10-14-03, 5-9-06, 2-6-07, 9-4-07, 1-12-10, 2-5-13, 7-16-13, 12-8-15, 2-9-21, 11-9-21, 8-13-24

JDE

Expulsion

REDLINE

LEGISLATIVE UPDATE - DRAFT - August 28, 2026

The Calcasieu 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 suspended for longer than ten (10) days or expelled 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 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. Such review shall also be available to the parent or legal guardian of a student who was recommended for expulsion but whose discipline was reduced to a suspension. 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 student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her 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 student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

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 four (4) 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, reserving to the School Board discretion to impose the discipline provided in paragraph 3 hereof.

ASSAULT OR BATTERY ON SCHOOL EMPLOYEES

When a student has been immediately suspended for committing an assault or battery, or both, on any school employee in accordance with policy JDD, Suspension, the principal or his/her designee shall immediately recommend the student's expulsion, which shall be subject to the hearing, appeal, and other provisions of this policy except as otherwise provided in this section. Any such expulsion shall be no less than two (2) complete school semesters in duration, during which time the Superintendent shall place the student in an alternative school or in an alternative educational placement, and the student shall participate in an anger management program.

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 or 14:38.2, or both, or found guilty at a school system suspension hearing of

committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned. A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned.

For purposes of this section, *school employee* shall mean any person employed by the school and any substitute teacher, substitute bus operator, or school volunteer.

All documentation relative to the provisions of this section shall be included and maintained in the student's records.

Except as otherwise provided in this section, discipline of a student with exceptionalities shall not conflict with the requirements of La. Rev. Stat. Ann. §17:1941 , et seq., and 20 USC 1415(k) (see also EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES below).

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.

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 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 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. Notwithstanding the foregoing, a student expelled for committing an assault or battery on a school employee shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned.

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.

Readmittance After Expulsion for Assault and/or Battery of a School Employee

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 (battery) or 14:38.2 (assault), or both, or found guilty at a school system suspension hearing of committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned.

A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned. In addition, notwithstanding any provision of La. Rev. Stat. Ann. § 17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to this section if providing such transportation for the student will result in additional transportation costs to the school system.

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*.

Latest revised**Revised: October 7, 2025**

▶ Full revision history (14 entries)

Cross References

- IDDG
- IHAD
- JBC
- JCD
- JCDAB
- JD
- JDD

References

- 18 USC 921 (*Firearms – Definitions*)
- 20 USC 7961 (*Gun-Free Requirements*)
- 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

- Board minutes, 10-14-03, 9-4-07, 10-7-08, 1-12-10, 2-5-13, 12-8-15, 2-9-21, 11-9-21, 1-10-23, 8-13-24, 10-7-25.

JDE

Expulsion

LEGISLATIVE UPDATE - DRAFT - August 28, 2026

The Calcasieu 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 suspended for longer than ten (10) days or expelled 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 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. Such review shall also be available to the parent or legal guardian of a student who was recommended for expulsion but whose discipline was reduced to a suspension. 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 student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her 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 student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

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 four (4) 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, reserving to the School Board discretion to impose the discipline provided in paragraph 3 hereof.

ASSAULT OR BATTERY ON SCHOOL EMPLOYEES

When a student has been immediately suspended for committing an assault or battery, or both, on any school employee in accordance with policy JDD, Suspension, the principal or his/her designee shall immediately recommend the student's expulsion, which shall be subject to the hearing, appeal, and other provisions of this policy except as otherwise provided in this section. Any such expulsion shall be no less than two (2) complete school semesters in duration, during which time the Superintendent shall place the student in an alternative school or in an alternative educational placement, and the student shall participate in an anger management program.

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 or 14:38.2, or both, or found guilty at a school system suspension hearing of committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee

battered or assaulted by the student is assigned. A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned.

For purposes of this section, *school employee* shall mean any person employed by the school and any substitute teacher, substitute bus operator, or school volunteer.

All documentation relative to the provisions of this section shall be included and maintained in the student's records.

Except as otherwise provided in this section, discipline of a student with exceptionalities shall not conflict with the requirements of La. Rev. Stat. Ann. §17:1941, et seq., and 20 USC 1415(k) (see also EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES below).

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.

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 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 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. Notwithstanding the foregoing, a student expelled for committing an assault or battery on a school employee shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned.

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.

Readmittance After Expulsion for Assault and/or Battery of a School Employee

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of La. Rev. Stat. Ann. §§14:34.3 (battery) or 14:38.2 (assault), or both, or found guilty at a school system suspension hearing of committing a battery or assault, or both, on any school employee shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned.

A student expelled pursuant to this section shall not, under any circumstances, be assigned to or allowed to attend the school to which the student or school employee battered or assaulted by the student is assigned. In addition, notwithstanding any provision of La. Rev. Stat. Ann. §17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to this section if providing such transportation for the student will result in additional transportation costs to the school system.

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*.

Latest revised**Revised: October 7, 2025**

▶ Full revision history (14 entries)

Cross References

- IDDG
- IHAD
- JBC
- JCD
- JCDAB
- JD
- JDD

References

- 18 USC 921 (*Firearms – Definitions*)
- 20 USC 7961 (*Gun-Free Requirements*)
- 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

- Board minutes, 10-14-03, 9-4-07, 10-7-08, 1-12-10, 2-5-13, 12-8-15, 2-9-21, 11-9-21, 1-10-23, 8-13-24, 10-7-25.

JD

Discipline

REDLINE

It is the purpose of the Calcasieu 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 Calcasieu 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 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 INSTRUCTION

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. 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 family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall insure that, prior to logging into and during any virtual classroom, the view from their location 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.

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.

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
- Displaying obscene gestures, drawings, images, audios, videos, 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
- Cheating on assignments, *i.e.,* sharing work, answers, etc.
- Divulging confidential information
- Violation of computer/password security
- Violations of the Board's/School's Acceptable Use Policy or Device Contract

* 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

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.

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 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 through twelve 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.

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.

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, blackpowder 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.

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▶ Full revision history (14 entries)

Cross References

- BD
- IDDF
- IHAD
- JBE
- JCD
- JD-R
- JDD
- JDE

References

- 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

- Board minutes, 10-14-03, 1-12-10, 2-5-13, 2-9-21, 11-9-21, 1-10-23, 8-13-24, 12-9-25.

JD

Discipline

It is the purpose of the Calcasieu 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 Calcasieu 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 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 INSTRUCTION

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. 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 family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall insure that, prior to logging into and during any virtual classroom, the view from their location 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.

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.

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
- Displaying obscene gestures, drawings, images, audios, videos, 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
- Cheating on assignments, *i.e.,* sharing work, answers, etc.
- Divulging confidential information
- Violation of computer/password security
- Violations of the Board's/School's Acceptable Use Policy or Device Contract

* 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

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.

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 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 through twelve 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.

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.

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, blackpowder 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.

Latest revised**Revised: December 9, 2025**

▶ Full revision history (14 entries)

Cross References

- BD
- IDDF
- IHAD
- JBE
- JCD
- JD-R
- JDD
- JDE

References

- 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

- Board minutes, 10-14-03, 1-12-10, 2-5-13, 2-9-21, 11-9-21, 1-10-23, 8-13-24, 12-9-25.

EBBC

Emergency Operations Plans

REDLINE

LEGISLATIVE UPDATE - DRAFT - September 3, 2026

Unanticipated tragic events can quickly escalate into a school-wide catastrophe if not dealt with immediately and effectively. School personnel shall plan in advance for the welfare, safety, and care of students and staff members. Every school shall be required to have ~~a Crisis Management and Response Plan and a District Threat Assessment Team.~~ an *Emergency Operations Plan.* The School District shall also have an Emergency ~~Preparedness~~ Support Coordinator and a Safety and ~~Recovery Point of Contact .~~ Emergency Team.

DEFINITIONS

~~*Crisis Management and Response*~~ *Emergency Operations Plan* 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 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. The plan shall also address the management of any other emergency situation.

District ~~*Threat Assessment*~~ *Safety and Emergency Team* shall mean a team established by the School Board. The team shall ~~include the Superintendent; the principal of each school; a person with responsibility over the school facilities; a mental health professional employed by the School Board, or, if the School Board has no such employee, a mental health professional selected by the Superintendent; any school resource officer employed by the School Board; any Junior Reserve Officer Training Corps instructor employed by the School Board; and the emergency preparedness and recovery point of contact. Emergency preparedness and recovery point of contact~~ 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.

Emergency response coordinator which shall mean a person selected by the Superintendent ~~to serve as a point of contact with local and state officials and the media in the event of an emergency. CRISIS MANAGEMENT AND RESPONSE PLAN~~ who oversees the development of the emergency operations plan and any associated training.

EMERGENCY OPERATIONS PLAN

The ~~*Crisis Management and Response*~~ *Emergency Operations Plan* shall be prepared by the principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. The plan shall seek to utilize resources and information available through the Louisiana Commission on School and Nonprofit Security, La. Rev. Stat. Ann. §29:726.5, et seq. In preparing or revising the plan, the principal shall consult with the District ~~Threat Assessment~~ Safety and Emergency Team. The principal and the ~~Threat Assessment~~ Team shall determine whether to consider input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders.

The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall:

1. Detail the roles and responsibilities of each school employee and of each local and state public safety and emergency preparedness office.
2. Include the relevant coordination agreements, services, and security measures of a school.
3. Provide for an all-hazards approach response plan for emergency events including any event with a hostage, an active ~~shooter,~~ assailant, or a building lock-down.
4. Provide for notification of parents, faculty, staff, and local public safety officials in the event of a shooting or other violent incident or emergency situation.
5. Provide for the counseling of students by mental health professionals, encouraging peer helper programs, and identifying students who may have experienced rejection or other traumatic life events.

Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. When conducting the annual review for a high school, the school principal shall seek input from the president of the senior class or the president of the student council, and at least one other responsible student selected by the principal as representatives of students enrolled in the high school. Each principal shall submit the plan in writing to the Superintendent for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

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 ~~Crisis Management and Response Plan~~, plan, including an active ~~shooter~~ assailant scenario. In addition, each school year, each principal shall conduct at least one additional drill during high traffic or transition points in the school day. Not later than seven (7) days after 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 ~~comment~~ provide feedback on the drill to the principal, who shall consider the ~~comments~~ feedback in revising the plan.

Each ~~Crisis Management and Response Plan~~ 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. Classroom doors with locks shall be in compliance with legislatively enacted code requirements and all fire safety standards promulgated by the office of state fire ~~marshal code enforcement and building safety of the Department of Public Safety and Corrections and shall remain locked during instructional time.~~ 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. If legislative funding is provided, 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 ~~in-service training,~~ 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 ~~shooter~~ assailant exercise. The training shall be reported to the Superintendent and the Louisiana Department of Education.

Each principal shall keep a copy of the approved plan in his ~~office~~ 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 and departments, each of whom shall be responsible for keeping in his/her 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 Louisiana Department of Education. The Center for Safe Schools within the Governor's Office of Homeland Security and Emergency Procedures.~~ The School Board may adopt rules and regulations as it deems necessary to provide for the implementation of the provisions of this Plan.

~~The Superintendent shall make~~ Each school shall complete an annual ~~report to the School Board on the status~~ 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 under the School Board's jurisdiction and shall submit a copy of the report~~ school, the School Board shall complete a district-level questionnaire. Both the school-level and district-level questionnaires shall be submitted to the ~~Louisiana Department of Education~~ Department and the Center ~~for Safe Schools.~~ 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.
2. Be available in a printable format.
3. Be verified by the entity producing the data for accuracy by a walk-through of school buildings and grounds.
4. Be oriented true north.
5. Be overlaid on current aerial imagery.
6. 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.
7. Contain site-specific labeling that matches the school grounds including parking areas, athletic fields, surrounding roads, and neighboring properties.
8. 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~~ 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 Calcasieu Parish School Board shall require 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 fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

Latest revised**Revised: May 12, 2026**

▶ Full revision history (6 entries)

Cross References

- EBB
- EBBB

References

- La. Rev. Stat. Ann. §17:416.16, 17:416.16.1, 29:726.5, 29:726.5.1, 40:1578.6
- *Louisiana School Transportation Specifications and Procedures*, Bulletin 119
- *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education
- *Life Safety Code*, National Fire Protection Association

Board Minutes

- Board minutes, 9-8-97, 10-8-13, 9-11-18, 2-9-21, 5-12-26.

EBBC

Emergency Operations Plans

LEGISLATIVE UPDATE - DRAFT - September 3, 2026

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

Emergency Operations Plan 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 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. The plan shall also address the management of any other emergency situation.

District Safety and Emergency Team shall mean a team established by the School Board. 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.

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 *Emergency Operations Plan* shall be prepared by the principal jointly with local law enforcement, fire, public safety, and emergency preparedness officials. The plan shall seek to utilize resources and information available through the Louisiana Commission on School and Nonprofit Security, La. Rev. Stat. Ann. §29:726.5, et seq. In preparing or revising the plan, the principal shall consult with the District Safety and Emergency Team. The principal and the Team shall determine whether to consider input from students enrolled in the school and their parents, teachers at the school, other school employees, and community leaders.

The plan, which shall focus on preventing the loss of life and the injury of students and teachers and other school employees, shall:

1. Detail the roles and responsibilities of each school employee and of each local and state public safety and emergency preparedness office.
2. Include the relevant coordination agreements, services, and security measures of a school.
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Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary. When conducting the annual review for a high school, the school principal shall seek input from the president of the senior class or the president of the student council, and at least one other responsible student selected by the principal as representatives of students enrolled in the high school. Each principal shall submit the plan in writing to the Superintendent for approval at least once annually, including upon each revision, and shall notify all teachers and other school employees of the contents of the plan and any revisions made to it.

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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 additional drill during high traffic or transition points in the school day. Not later than seven (7) days after 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 the 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. Classroom doors with locks shall be 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. If legislative funding is provided, 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 Louisiana 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 and departments, each of whom shall be responsible for keeping in his/her 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.

2. Be available in a printable format.
3. Be verified by the entity producing the data for accuracy by a walk-through of school buildings and grounds.
4. Be oriented true north.
5. Be overlaid on current aerial imagery.
6. 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.
7. Contain site-specific labeling that matches the school grounds including parking areas, athletic fields, surrounding roads, and neighboring properties.
8. 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 Calcasieu Parish School Board shall require 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 fire, weather, or other disasters. Practice drills shall be used to ensure the effectiveness of the procedures.

Every separate administration building shall conduct practice drills as well.

Latest revised**Revised: May 12, 2026**

▶ Full revision history (6 entries)

Cross References

- EBB
- EBBB

References

- La. Rev. Stat. Ann. §17:416.16, 17:416.16.1, 29:726.5, 29:726.5.1, 40:1578.6
- *Louisiana School Transportation Specifications and Procedures*, Bulletin 119
- *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education
- *Life Safety Code*, National Fire Protection Association

Board Minutes

- Board minutes, 9-8-97, 10-8-13, 9-11-18, 2-9-21, 5-12-26.

IDDFC

Cameras in Special Education Classrooms

REDLINE

LEGISLATIVE UPDATE - DRAFT - August 4, 2026

The Calcasieu 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.

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
2. Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.

3. 3 Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.

4. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.
5. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:
    A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.
    B. Requiring both the superintendent and his designee or requiring two designees of the superintendent to be present during the initial viewing of the recordings after a request has

been made.

C. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.

6. Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.
7. Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.

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 as provided in the policies required by item number 5 above.

The recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. Ann. §17:3914.

Latest revised**Revised: December 9, 2025**

▶ Full revision history (2 entries)

Cross References

- EBCB
- IDDF

References

- La. Rev. Stat. Ann. §17:1948

Board Minutes

- Board minutes, 1-10-23, 12-9-25.

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Board Minutes

- Board minutes, 1-10-23, 12-9-25.

Behavioral Health Services for Students

REDLINE

In addition to services provided to students by or on behalf of the Calcasieu Parish School Board ("School Board"), the School Board permits parentally-selected licensed and qualified behavioral health services providers ("Providers") to furnish medically necessary behavioral health services authorized by an independent third-party payor, including Medicaid and commercial insurance, to students during school hours, at school, in accordance with the requirements and under the conditions listed hereafter.

PARENTAL PERMISSION

The Parent or other person having authority to make educational decisions ("Parent") for the student must request behavioral health services ("Services") to be provided by a licensed behavioral health services provider ("Provider") at school during school hours by completing a request ("Request") for such services in the form prepared by the Calcasieu Parish School Board. Such Request must be submitted to the School Board Superintendent or his/her designee and approved by him/her prior to the provision of Services by a Provider.

The signature of the Parent on the Request form constitutes consent for Services by a Provider, and further for the Provider to release protected personal information of the student to the School Board. The consent for Services signed by the Parent constitutes an agreement by the Parent that the Provider is authorized to work collaboratively with the School Board personnel and to coordinate delivery of behavioral health and educational services with School Board personnel and other sources of similar services and care.

The Parent must submit to the School Board, with the completed Request, a behavioral health evaluation performed, as well as an assessment and authorized treatment plan performed by the provider, within twelve (12) months of submission by an Evaluator (as defined in La. Rev. Stat. Ann. §17:173) chosen by the Parent. The evaluation or assessment must include the following:

1. A description of the Services needed by the student at school during school hours;

2. Verification that the Services are necessary to assist the student with behavioral health impairments associated with a medical diagnosis;

3. Explanation of the reason(s) it is necessary that the Services be provided at school during school hours;

4. That the Evaluator has determined that the student's behavioral health impairments which require Services during school hours at school are interfering with the student's ability to thrive in the educational setting;

5. Diagnosis regarding the student;

6. Type of intervention needed;

7. Length and duration of intervention needed;

8. Identification of the student's goals; and

9. Identification of the student's behavior which requires Services at school during school hours, and the impact of the student's behavior on the student's educational program.

The Request signed and submitted by the Parent must include a proposed Memorandum of Understanding ("MOU") between the Provider and the School Board. The proposed MOU must be signed by the Provider.

The Superintendent or his/her designee will review all Requests for outside behavioral health services, and will respond to the Requests by Parents within ten (10) business days from receipt of the completed Request unless extraordinary circumstances prevent completion of the review and response within that time frame.

A behavioral health evaluation presented by a Parent of a student shall not be construed as an independent educational evaluation for purposes of determining whether a student meets the criteria for eligibility for special education and related services.

PROVIDER SELECTION AND COST OF BEHAVIORAL HEALTH SERVICES

A Parent is not prohibited by the School Board from choosing a behavioral health services provider.

The cost of all behavioral health services provided to a student pursuant to this policy shall be the sole responsibility of the Parent.

BEHAVIORAL HEALTH SERVICES PROVIDER REQUIREMENTS

By signing the proposed MOU the Provider certifies to the School Board that, if the Provider is not the evaluator of the student, the Provider has reviewed the evaluation and concurs with the accuracy of the information and statements contained therein and the conclusions and recommendations set forth in the evaluation. The Provider shall attach to the proposed MOU a written treatment plan applicable to the student.

A Provider must agree to abide by the policies and procedures of the School Board, and the terms and conditions of the MOU.

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. 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 (LBAB), who provide documentation of having passed a criminal background check conducted by the Louisiana State Police and are in good standing with the LBAB shall not be required to complete an additional criminal background check.

   No person who has been convicted of or pled nolo contendere to acrime listedin La. Rev. Stat. Ann. §15:587.1(C) shall be permitted to provide behavioral health services to a student at school during school hours.

Students must be seen on an individual basis. Services may not be provided to multiple students at the same time or in group sessions.

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~~ shall be provided in a physical classroom, to the extent that it is medically necessary, during any part of the school day, including any and all instructional time in courses including but not limited to English, reading, mathematics, and science. However, behavioral health services shall also be provided outside of the physical classroom to the extent that it is medically necessary. 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.

Behavioral health services Providers shall comply with and abide by the terms of any Individualized Education Program (IEP), Individualized Accommodation Plan (IAP), Section 504 Plan, Behavior Management Plan, Individualized Health Plan (IHP), or other similar plan applicable to the education of the student.

Behavioral health services Providers must, during the time they are on School Board premises, publicly display a current picture identification in a form approved by the Superintendent or his designee.

Solicitations of any kind, including display and distribution of fliers, business cards, and other direct and indirect advertising of behavioral health services on school premises, is strictly prohibited.

It is the School Board's responsibility to provide for the education of students subject to its jurisdiction. To minimize the educational impact of facility use and of removing students from their regularly scheduled educational day, the principal of each school subject to approval of the Superintendent or his/her designee has responsibility for determining the schedule and location of Services of the Provider on school premises.

The Superintendent or his/her designee may establish reporting requirements for the Provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent or his/her designee shall prepare Parent Request and MOU forms, and requirements regarding the provision of behavioral health services and the procedures to be utilized with respect thereto in the school setting.

The authority of a student's IEP Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and Louisiana law shall not be superseded by any provisions of this policy or by La. Rev. Stat. Ann. §17:173.

Unless it is part of the student's IEP or IAP/Section 504 Plan, 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

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 behavioral 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, or clinical social ~~worker~~ worker, 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 IEP Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state.

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: September 11, 2018

Revised: September 10, 2019

Recoded from JGCF: June, 2024

Revised: September 10, 2024

Revised: December 10, 2024

Revised: July 8, 2025

Cross References

- IDDF
- JG
- JGC
- JR

References

- 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*)
- La. Rev. Stat. Ann. §§17:7, 17:173

Board Minutes

- Board minutes, 9-11-18, 9-10-19, 9-10-24, 12-10-24, 7-8-25

JGCFA

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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.

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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.

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Revised: December 10, 2024

Revised: July 8, 2025

Cross References

- IDDF
- JG
- JGC
- JR

References

- 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*)
- La. Rev. Stat. Ann. §§17:7, 17:173

Board Minutes

- Board minutes, 9-11-18, 9-10-19, 9-10-24, 12-10-24, 7-8-25

JR, Student Records

Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the right to inspect and review their respective student records. Limited access to student records may also be granted certain school officials and others as outlined in this policy. Any access to, or disclosure and release of student information shall be in accordance with federal and state law and regulations.

DEFINITIONS

1. *Aggregate data* shall be defined as, for purposes of this policy, statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.

2. *Custodian of student records* shall be defined as the person who has physical custody and control of books, records, or documents. Generally, this person is the Superintendent or such person designated as custodian of student records by the Superintendent.

3. *Disclosure* shall mean the release, transfer, provision of, access to, or divulging in any manner, of information outside the person or entity holding the information.

4. *Educational records* shall be defined as records which are directly related to a student and are maintained by the School Board or school 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 substitute.

5. *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.

6. *Parent or legal guardian* shall mean a student's parent, legal guardian, or other person or entity responsible for the student.

7. *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. Any information 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, biometric records, or race and ethnicity data.

   B. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.

   C. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

8. *School official* shall be defined as an administrator, supervisor, principal, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board.

ANNUAL NOTIFICATION

All parents/guardians shall be notified annually of their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA) and applicable state law. Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Calcasieu Parish School Board.

ACCESS TO RECORDS

1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student's records.

2. Any person who is authorized by state law or the Superintendent to access a student's records on 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. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.

3. 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 the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized

below.

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

   A. A student who has reached the age of eighteen (18) 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. Such access shall be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.

   B. A teacher of record. Such access shall be limited to information about his/her current students.

   C. The school principal and school registrar.

   D. A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.

   E. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.

   F. A person authorized by the state to audit student records.

5. The following persons may access a computer system of the School Board on which student information for students from throughout the system is stored:

   A. The Superintendent.

   B. A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.

   C. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

   D. A person authorized by the state to audit student records.

6. Persons permitted access to a student's records shall only have access to those education records in which they have a *legitimate educational interest*. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.

7. The School Board shall maintain a record of each request for access to the records of each student. The School Board shall maintain a record of all requests for access with the education records of the student, as long as the records are maintained.

DISCLOSURE OF STUDENT INFORMATION

Except as permitted by this policy or by State or federal law or regulations, no official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.

2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. The Louisiana Department of Education may make further disclosures of personally identifiable information 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.

3. Provide to the Louisiana Board of Regents, and the office of student financial assistance, as a program under its jurisdiction, to be used by staff for required grant program reporting, 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 for the purpose of evaluating comparative postsecondary performance outcomes

based upon student transcript data in order to develop policies designed to improve student academic achievement.

4. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Except as permitted by said authorization, any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.

5. Provide for the transfer of student information pursuant to the provisions of La. Rev. Stat Ann. §17:112.

A statement shall be provided notifying the student's parent or legal guardian of exactly what items of student information will be collected and that disclosure of the student information collected shall be restricted to Louisiana postsecondary education institutions to be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements to the Board of Regents and to the office of student financial assistance, as a program under the board's jurisdiction, to be used for the purposes of processing applications for admission and for state and federal financial aid, for required grant program reporting, for providing reports to the school governing authority on the postsecondary education remediation needs, retention rates, and graduation rates for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. Annual notification shall be provided to the student's parent or legal guardian as to the right and process used to withdraw consent.
With limited exception as allowed by state or federal law or regulation, by policy of the Calcasieu Parish School Board authorized by state or federal law or regulation, or by authorization of the parent or student who is eighteen years of age or older, any redisclosure and/or release of personally identifiable information shall require a *legitimate educational interest* of the recipient.

Release of Student Information

1. In accordance with federal statutory provisions, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.

2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.

3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.

4. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914 K, such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid, and for compliance with state and federal reporting requirements.

5. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

6. The School Board and employees may disclose education records or information from education records, *without the consent* of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:

A. Disclosure of education records or information from education records shall *only* be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.

B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.

C. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.

D. Any other provisions necessary to comply with federal law or rules.

A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.

7. Access to and disclosure of educational records and personally identifiable student information may be authorized by the Superintendent in accordance with the provisions of Calcasieu Parish School Board Policy *JR-AP, Access to and Disclosure of Educational Records and Personally Identifiable Information*. The Superintendent may also authorize disclosure to law enforcement officials of Directory Information as permitted by the Family Educational Rights and Privacy Act, and may permit law enforcement officials to have access to school video recordings in accordance with State and Federal laws and regulations. Directory information includes the types of information set forth in policy JR-AP, and the following information which is listed in 34 C.F.R. 99.3:
student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (*e.g.* undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

INSPECTION OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records.

   Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.

2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than ten (10) days after the date of receipt of the request. There shall be no charge for a parent or legal guardian to receive student records electronically. If the parent or legal guardian requests hard copies of the records, a charge for copies as approved by the School Board shall be assessed per page of records.

   The parent, legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.

3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:

   A. Amend the record accordingly; and

   B. Inform the parent or eligible student in writing.

   If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.

4. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student.

   The hearing shall be conducted by the Superintendent or his designee. At the hearing the parent or student eighteen (18) or over shall be given a full and fair

opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

The Superintendent or his designee shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.

5. The School Board is not required to provide to a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

   If the record involves answers to a standardized test, the School Board will not provide a parent a copy of standardized test questions.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the District maintains, their location, and their custodians.

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	School	School principal
Cumulative School Records (former students)	School	School principal
Health Records	School	School principal
Speech Therapy Records	Office of Education for the Handicapped	Supervisor of Speech
Psychological Records	Office of Education for the Handicapped	Supervisor of Pupil Appraisal
School Transportation Records	Transportation Office	Director of Transportation
Special Test Records	School/District Administrative Office	School principal/ District Administrative Office
* Occasional Records	School	School principal

* Student education records not identified above, such as those in Superintendent's Office, in the school attorney's office, or in the possession of teachers.

Nothing herein is intended to supersede the provisions of the *Family Educational Rights and Privacy Act,* and to the extent any provisions of this policy conflict with FERPA or federal regulations issued pursuant thereto, the provision of FERPA or its regulations which limit or prohibit disclosure of educational records shall prevail.

Latest Revised: May 10, 2022

1. **Revised: July, 1992**
2. **Revised: October, 1993**
3. **Revised: October, 2001**
4. **Revised: February, 2003**
5. **Revised: December, 2009**
6. **Revised: July 16, 2013**
7. **Revised: January, 2014**
8. **Revised: July, 2015**
9. **Revised: August 11, 2015**
10. **Revised: March 13, 2018**
11. **Revised: December 11, 2018**
12. **Revised: May 10, 2022**

Cross References

- IFDA

References

- 20 USC 1232 (g-i) *(Family Educational Rights and Privacy Act)*
- 20 USC 7908 *(Armed Forces Recruiter Access to Students and Student Recruiting Information)*
- 34 CFR 99.1-99.67 *(Family Educational Rights and Privacy - Federal Regulations)*
- 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, Art. 131, Art. 134, Art. 250

Board Minutes

- Board minutes, 6-2-92, 10-5-93, 5-7-02, 6-3-03, 3-16-10, 7-16-13, 8-11-15, 3-13-18, 12-11-18, 5-10-22

JR, Student Records

Read AloudSettings

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education program of the student and the interest in which the person has a legitimate need to know.

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   B. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.

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ACCESS TO RECORDS

1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student's records.

2. Any person who is authorized by state law or the Superintendent to access a student's records on 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. Failure to maintain the confidentiality of such information shall be punishable as provided in La.

Rev. Stat. Ann. §17:3914.

3. 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 the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized below.

4. The following persons may access a public school computer system on which student information for students at a particular school is stored:
   A. A student who has reached the age of eighteen (18) 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. Such access shall be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.

   B. A teacher of record. Such access shall be limited to information about his/her current students.

   C. The school principal and school registrar.

   D. A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.

   E. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.

   F. A person authorized by the state to audit student records.
5. The following persons may access a computer system of the School Board on which student information for students from throughout the system is stored:
   A. The Superintendent.

   B. A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform

his/her duties.

C. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

D. A person authorized by the state to audit student records.

6. Persons permitted access to a student's records shall only have access to those education records in which they have a *legitimate educational interest*. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.

7. The School Board shall maintain a record of each request for access to the records of each student. The School Board shall maintain a record of all requests for access with the education records of the student, as long as the records are maintained.

DISCLOSURE OF STUDENT INFORMATION

Except as permitted by this policy or by State or federal law or regulations, no official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.

2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. The Louisiana Department of Education may make further disclosures of personally identifiable information 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.

3. Provide to the Louisiana Board of Regents, and the office of student financial assistance, as a program under its jurisdiction, to be used by staff for required grant program reporting, 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 for the purpose of evaluating comparative postsecondary performance outcomes based upon student transcript data in order to develop policies designed to improve student academic achievement.

4. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Except as permitted by said authorization, any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.

5. Provide for the transfer of student information pursuant to the provisions of La. Rev. Stat Ann. §17:112.

A statement shall be provided notifying the student's parent or legal guardian of exactly what items of student information will be collected and that disclosure of the student information collected shall be restricted to Louisiana postsecondary education institutions to be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements to the Board of Regents and to the office of student financial assistance, as a program under the board's jurisdiction, to be used for the purposes of processing applications for admission and for state and federal financial aid, for required grant program reporting, for providing reports to the school governing authority on the postsecondary education remediation needs, retention rates, and graduation rates for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. Annual notification shall be provided to the student's parent or legal guardian as to the right and process used to withdraw consent.

With limited exception as allowed by state or federal law or regulation, by policy of the Calcasieu Parish School Board authorized by state or federal law or regulation, or by authorization of the parent or student who is eighteen years of age or older, any redisclosure and/or release of personally identifiable information shall require a *legitimate educational interest* of the recipient.

Release of Student Information

1. In accordance with federal statutory provisions, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.

2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.

3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.

4. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914 K, such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid, and for compliance with state and federal reporting requirements.

5. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of

the information is necessary to protect the health or safety of the student or other individuals.

6. The School Board and employees may disclose education records or information from education records, *without the consent* of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:
   A. Disclosure of education records or information from education records shall *only* be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.

   B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.

   C. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.

   D. Any other provisions necessary to comply with federal law or rules.

A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.

7. Access to and disclosure of educational records and personally identifiable student information may be authorized by the Superintendent in accordance with the provisions of Calcasieu Parish School Board Policy *JR-AP, Access to and Disclosure of Educational Records and Personally Identifiable Information*

INSPECTION OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records.

   Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.

2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than ten (10) days after the date of receipt of the request. There shall be no charge for a parent or legal guardian to receive student records electronically. If the parent or legal guardian requests hard copies of the records, a charge for copies as approved by the School Board shall be assessed per page of records.

   The parent, legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.

3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
   A. Amend the record accordingly; and
   B. Inform the parent or eligible student in writing.

   If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.

4. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student.

The hearing shall be conducted by the Superintendent or his designee. At the hearing the parent or student eighteen (18) or over shall be given a full and fair opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

The Superintendent or his designee shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.

5. The School Board is not required to provide to a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

   If the record involves answers to a standardized test, the School Board will not provide a parent a copy of standardized test questions.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the District maintains, their location, and their custodians.

TYPES

Cumulative School Records
Cumulative School Records (former students)
Health Records

Speech Therapy Records

Psychological Records

School Transportation Records

Special Test Records

* Occasional Records
* Student education records not identified above, such as those in Superintendent's Office, in the school attor possession of teachers.

Nothing herein is intended to supersede the provisions of the *Family Educational Rights and Privacy Act,* and to the extent any provisions of this

policy conflict with FERPA or federal regulations issued pursuant thereto, the provision of FERPA or its regulations which limit or prohibit disclosure of educational records shall prevail.

LATEST REVISED**Revised: May 10, 2022**

Full revision history (12 entries)

1.
2.
3.
4.
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12.

CROSS REFERENCES

- IFDA

REFERENCES

- 20 USC 1232 (g-i) *(Family Educational Rights and Privacy Act)*
- 20 USC 7908*(Armed Forces Recruiter Access to Students and Student Recruiting Information)*
- 34 CFR 99.1-99.67*(Family Educational Rights and Privacy - Federal Regulations)*
- 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, Art. 131, Art. 134, Art. 250

BOARD MINUTES

- Board minutes, 6-2-92, 10-5-93, 5-7-02, 6-3-03, 3-16-10, 7-16-13, 8-11-15, 3-13-18, 12-11-18, 5-10-22

Louisiana Certificates

1. **PRACTITIONER LICENSES** - Earned through Alternative Certification
   PL1 – Practitioner Teacher Program
   PL2 – Certification-only Program
   PL3 – Master's Degree Program

   Eligibility requirements for issuance:
   - Minimum of a non-education baccalaureate degree
   - 2.20 or higher undergraduate GPA on a 4.00 scale
   - Passing score on content exam and Teaching Reading exam, if applicable, aligned with program/certification area *(if no exam has been adopted in Louisiana in the area, 30 semester hours of coursework aligned to the content area will be required)*

   Eligibility requirements for renewal:
   - Remained enrolled in program *(as documented by the provider submitting the renewal request)*
   - Fulfill a minimum of six semester hours of coursework or equivalent contact hours per year for PL1, or nine semester hours or equivalent contact hours per year for PL2/3 to the extent that required semester hours remain in the program to be completed, teaching assignments, and prescribed activities identified by the program *provider (as documented on an updated plan-of-study and/or transcripts)*
   - Mentored by a school-based mentor teacher *(as documented on the Mentoring Attestation form for the first renewal)*

2. **OUT-OF-FIELD AUTHORIZATION TO TEACH - (OFAT)**
   An applicant must be teaching outside of their area of certification, hold either a valid Louisiana Out-of-State Certificate (OS); Temporary Employment Permit (TEP); or a Type C, Type B, Type A, Level 1, Level 2, or Level 3 teaching certificate to be employed under an **OFAT certificate.**

3. **TEMPORARY AUTHORITY TO TEACH (TAT)**
   Louisiana offers TAT certificates to Louisiana employing school systems that have not been able to employ certified teachers, while the holder pursues alternate certification program admission or certification requirements.

   Eligibility requirements for issuance:
   - Applicant must teach in a demonstrated area of need as evidenced by LEA-level workforce needs.
   - Applicant must have a baccalaureate degree from an institution accredited in accordance with 34 CFR 602.
   - Applicant must have at least a 2.20 undergraduate GPA.

   Initial certificate is valid for one calendar year and may be renewed twice thereafter provided:
   - Applicant passes/fulfills or attempts all required exam(s) for admission into a teacher preparation program (the Content exam(s) for the program area) at least twice or passed since the issuance or last renewal of the TAT,
   - Applicant meets the standards of effectiveness pursuant to Bulletin 130,
   - Employing school system submits the renewal request signing in verification that good faith efforts for recruiting certified personnel were made, including posting all positions for which TATs are issued and attesting to the fact that there is no regularly certified, competent, and suitable person available for the position.

- The certification area for a TAT cannot be changed when renewed; however, the educator may attempt content exam(s) in any area for which they will be seeking program enrollment. The exam(s) attempted are not required to align with the TAT area.

4. EDUCATIONAL LEADER CERTIFICATE -EDL

The Educational Leader (EDL) certificate is needed by those who fill school and district educational leadership positions (e.g., assistant principal, principal, parish or supervisor of instruction, supervisor of child welfare and attendance, special education supervisor, or comparable school/district leader positions). This certificate is issued upon the request of the Louisiana employing school system once the individual is hired to serve as an educational leader. The EDL stand-alone certificate will be issued upon verification from a Louisiana employing school system that individual has been hired/employed as an educational leader (e.g., principal, asst. principal, etc.). If verification is not submitted, a letter of eligibility for requested endorsement will be issued to applicant.

Educational Leader Level 1 (EDL 1) – permits service as a school or district level leader
Eligibility for EDL1 can be obtained by fulfilling ONE of the following routes:

- Graduate Degree Path – for certified teachers who have earned a graduate degree in the area of Educational Leadership
- Alternate Path 1 – for certified teachers who hold a graduate degree and have fulfilled an individualized, competency-based educational leadership plan-of-study from an institution of higher education accredited in accordance with 34 CFR 602
- Alternate Path 2 – for certified teachers who hold a graduate degree in education and document evidence of 240 clock hours of educational leadership experiences (refer to the included Alt Pathway 2 pages for instructions on documenting the experiences)
- Alternate Path 3 – for certified teachers who hold a baccalaureate degree from an institution of higher education accredited in accordance with 34 CFR 602 and have successfully completed a Louisiana competency-based educational leader practitioner (residency) program
- Alternate Path 4 – for individuals holding specific graduate degrees or military credentials. Completion of educational leader training coordinated by LDOE required.

All pathways to the Educational Leader 1 license require the successful completion of either the Praxis School Leaders Licensure Assessment (SLLA) or the Louisiana Leadership Assessment Series (LLAS).

EDL1 eligibility does not expire. The EDL1 certificate is valid for three years initially, after being issued at the request of the LA employer and may be extended thereafter for a period of one year at the request of the LA employer. EDL 1 certificates are limited to two such extensions in the event the leader cannot advance to the EDL2.

Educational Leader Level 2 (EDL 2) – permits service as a school or district level leader for educators with successful leadership experience (has met the standards of effectiveness verifiable via Compass or out-of-state employer).

Eligibility for EDL2 requires the following:

- Hold or be eligible to hold an Ed Leader 1 certificate, Louisiana provisional principal certification, or comparable level out-ofstate educational leader certificate; AND
- Three years of teaching experience; AND at least one of the following:
    - If employed as a school-level leader, meet the standards of effectiveness as an educational leader for three years pursuant to Bulletin 130 and R.S.17:3902. (verifiable via Compass and/or where out-of-state experience has been verified as successful by the employing school system or out-of-state credentialing agency using the Out-of-State Experience Verification Attestation form)
    - If employed as a district-level leader, earn effective ratings per local personnel evaluations for three years.
    - Participate in an education leader induction program administered by the state or LEA prior to June 20, 2013.

EDL2 eligibility does not expire. The EDL2 certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the EDL2. Effectiveness is verified via Compass evaluations entered into the Compass Information System, if serving in school-level role; or with local evaluations, as documented on the Educational Leader Local Evaluation Attestation form (included in this application packet) when serving as a district-level leader, not evaluated via Compass.

Educational Leader Level 3 (EDL 3) – permits service as a school superintendent or assistant superintendent

Eligibility for EDL3 requires <u>all</u> of the following:

- Have a valid Louisiana Educational Leader Level 2 certificate or one of the Louisiana administrative/supervisory certifications that preceded the Educational Leadership Certification structure; AND
- Have three years of teaching experience; AND
- Have five 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 years of experience in that position; AND
- Have a passing score on the Praxis School Superintendent Assessment (SSA), in accordance with state requirements.

EDL3 eligibility does not expire. The EDL3 certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the EDL3. Effectiveness is verified via Compass evaluations entered into the Compass Information System or with local evaluations, as documented on the Educational Leader Local Evaluation Attestation form included within this application packet.

Educational Leader in Special Education Ancillary (AN EDL in Sped) – permits service as a school or district supervisor, director, or coordinator of special education, ONLY.

Eligibility for AN EDL in Sped requires <u>all</u> of the following:

- Hold one of the following valid Louisiana ancillary certificates:
  - assessment teacher;
  - educational consultant;
  - educational diagnostician;
  - certified school psychologist (Level B or Level A);
  - qualified speech pathologist;
  - speech therapist;
  - speech-language pathologist;
  - speech and hearing therapist;
  - qualified school social worker; or
  - qualified licensed audiologist;
- Three years of experience working with students in the area(s) of certification;
- Graduate degree from an institution of higher education accredited in accordance with 34 CFR 602;
- Documented 240 clock hours of educational leadership experiences (refer to the following pages for instructions on documenting the experiences); and
- Successful completion of either the Praxis School Leaders Licensure Assessment (SLLA) or the Louisiana Leadership Assessment Series (LLAS).

AN EDL in Sped eligibility does not expire. The AN EDL in Sped certificate is valid for five years and is renewable by successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period of the certificate. Effectiveness is verified via Compass evaluations entered into the Compass Information System or with local evaluations as documented on the Educational Leader Local Evaluation Attestation form included within this application packet. Such renewal shall constitute a renewal of the special education ancillary certificate ONLY and shall not qualify the candidate for EDL1, EDL2, or EDL3.

Out of State Certified Principal & Superintendent – permits service as a principal or superintendent

Louisiana also offers the Out-of-State Principal (OSP) and Out-of-State-Superintendent (OSS) certificates for those leaders who haven't completed Louisiana's licensing exams but who have leadership experience and certification in another state. Experienced, certified educators who do not qualify for EDL certification, but may qualify for OSP or OSS would apply for certification eligibility using the Out of State Administrative Application.

5. **Out of State (OS) Certificate**

The Out-of-State application packet is used by educators who successfully completed a teacher preparation program in another state/country to obtain a standard Louisiana teaching certificate with or without exams, with or without actually obtaining a certificate in the state/country where prepared as a teacher.

Eligibility for OS requires <u>all</u> the following:

- Possess a minimum of a baccalaureate degree from a college/university accredited in accordance with 34 CFR 602. If the degree was earned in a foreign country, a course-by-course evaluation of the transcripts/foreign credentials including comparability of the baccalaureate degree in the field of education by a credentialing evaluation agency following the standards of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) is required.
- Hold or be eligible to hold a standard out-of-state teaching certificate as documented with a copy of the certificate AND the Teacher Preparation/Certification Status form. If no certificate was issued in another state, the Teacher Preparation/Certification Status form will serve as documentation indicating deficiency which may permit certification in Louisiana.
- Completion of student teaching, internship, or year(s) of teaching experience as required by the teacher preparation program provider as documented on the transcript and/or the Out-of-State Experience Verification Attestation form. Three years of successful teaching experience in a certification area may be accepted in lieu of student teaching or internship.

A letter of eligibility for OS or Level certification will be issued to educators who meet the requirements above indicating the certification areas which will appear on the certificate when issued. Teaching areas designated on the letter/certificate are based upon the educator's teacher preparation concentration area, reciprocity with other state teaching certificate(s) the educator may hold, and certification areas available in Louisiana.

When an OS is issued, a letter indicating the exam(s) required to advance from the OS to the Level 1, 2, or 3 certificate will be provided. An out-of-state graduate who has fulfilled all requirements above and who has successfully passed all parts of Louisiana exams in alignment with the initial teacher preparation program area as verified on the Teacher Preparation/Certification Status form may bypass the three-year OS and receive the standard Level 1, 2, or 3 certificate depending on successful experience documented on the Out-of-State Experience Verification form(s) and if the educator has earned a graduate degree.

Three or more years of successful teaching experience outside of Louisiana, prior to issuance of the Louisiana certificate, will fulfill the exam requirements. Educators meeting the above requirements with at least three years of teaching experience verified as successful using the Out-of-State Experience Verification Attestation form may bypass the three-year OS and receive a standard Level 2 or 3 certificate depending on degree(s) earned and documented

experience. Policy also allows the examinations required for National Board Certification (NBCT) to fulfill prescribed Praxis requirements.

6. **Ancillary Certificates**

Louisiana offers this stand-alone certificate to individuals holding qualifying degrees or specialized credentials. The certificate allows one to serve in a Louisiana school system setting. The guidelines and application form for each type of ancillary certificate are included in the ancillary application packet

7. **Early Childhood Ancillary (ECAC)**

The early childhood ancillary certificate authorizes an individual to teach in a publicly funded early learning center serving children ages birth to five. THIS IS NOT A STANDARD TEACHING CERTIFICATE.

8. **CAREER AND TECHNICAL TRADE & INDUSTRIAL EDUCATION (CTTIE)**

Louisiana provides CTTIE certificates to Louisiana employing public school systems for applicants meeting the requirements described in Bulletin 746: Louisiana Standards for State Certification of School Personnel. The CTTIE certificates authorize employment for instructors of Career and Technical Education (CTE) courses.

The CTTIE-Provisional certificate is a one-year, non-renewable certificate issued while the instructor completes requirements for the CTTIE-1. CTTIE-Provisional eligibility requirements:

- Applicant shall hold a high school diploma, or have passed an equivalency test approved by LDOE.
- Applicant shall have a minimum of four years full time work experience or 7,680 hours of experience aligned to the CIP area in the specific career/technical field, of which at least one year of experience was acquired within the five calendar years immediately prior to certification. Having CIP-related degree(s) and/or an IBC can fulfill up to three years of the four years required work experience.
- Applicant holds current state or national license or IBC (when applicable).

The CTTIE-1 certificate is an entry level certificate (comparable to a Level 1 teaching certificate, but specific to industry expert area(s) only). It is valid for three years initially and may be extended for a period of one year at the request of the employing school system, with a limit of two such extensions. CTTIE-1 eligibility requirements:

- Applicant meets all requirements for the CTTIE-Provisional certificate.
- Applicant completes a New Instructor Workshop (applicants with at least three years of effective K-12 teaching experience as defined by Bulletin 130 or three years of post-secondary teaching experience are exempt from New Instructor Workshop).

The CTTIE-2 certificate is valid for five years initially and is renewable every five years with the instructor successfully meeting the standards of effectiveness for at least three years during the five-year initial or renewal period pursuant to Bulletin 130 and R.S. 17:3902 (comparable to the Level 2 or 3 teaching certificate). CTTIE-2 eligibility requirements:

- Applicant holds or meets eligibility requirements for the CTTIE-1 certificate.
- Applicant has successfully met the standards of effectiveness for at least three years.
- Applicant has three years of teaching experience in an approved educational setting.

	NON CERTIFIED TEACHERS				TOTAL	CERTIFIED TEACHERS			GRAND TOTAL				
	SPRING BOARD (Degreed Long Term Substitutes)	*TAT TEMPORARY AUTHORITY TO TEACH	*PL ENROLLED IN A CERTIFICATION PROGRAM	SUBSTITUTE TEACHER (Typically Degreed)	TOTAL NON-CERTIFIED	CERTIFIED TEACHERS ON AN OFAT	CERTIFIED TEACHERS	TOTAL CERTIFIED & OFATS	TOTAL ALL TEACHERS	ASSISTANT PRINCIPALS	TEACHERS CERTIFIED IN CORE SUBJECTS	NON-CERTIFIED IN CORE SUBJECTS	TEACHERS NEW TO OUR SYSTEM
A. A. Nelson Elementary	0	9	2	0	**11**	3	45	**48**	**59**	2	32	5	11
A. M. Barbe High	0	12	0	1	**13**	5	103	**108**	**121**	5	58	9	4
Alternative	1	0	3	0	**4**	0	17	**17**	**21**	0	10	0	1
Barbe Elementary	0	9	1	0	**10**	1	11	**12**	**22**	1	5	8	6
Bell City High	0	4	3	0	**7**	0	54	**54**	**61**	3	28	1	4
Brenda Hunter Head Start	2	5	3	0	**10**	0	3	**3**	**13**	1	0	8	6
Brentwood Elementary	5	6	1	0	**12**	2	15	**17**	**29**	1	8	6	6
Clifton Early Learning Center	2	7	1	2	**12**	0	2	**2**	**14**	2	1	7	5
College Oaks Elementary	0	8	0	1	**9**	0	19	**19**	**28**	1	9	4	7
Combre/Fondel Elementary	4	11	2	0	**17**	2	22	**24**	**41**	1	12	12	5
CPAS Main	1	5	1	0	**7**	0	21	**21**	**28**	1	14	4	3
CPAS West	0	1	0	0	**1**	0	9	**9**	**10**	0	5	1	0
Cypress Cove Elementary	0	4	3	1	**8**	1	25	**26**	**34**	1	17	4	9
DeQuincy Elementary	1	0	1	0	**2**	2	19	**21**	**23**	1	11	1	1
DeQuincy High	0	2	0	0	**2**	2	30	**32**	**34**	1	14	3	2
DeQuincy Middle	0	1	3	0	**4**	0	15	**15**	**19**	1	7	3	1
DeQuincy Primary	0	1	3	6	**10**	0	12	**12**	**22**	1	7	5	1
Dolby Elementary	0	6	1	1	**8**	3	29	**32**	**40**	1	17	3	4
E. K. Key Elementary	1	6	2	0	**9**	2	39	**41**	**50**	1	25	3	2
F. K. White Middle	1	23	5	1	**30**	0	52	**52**	**82**	3	29	15	8
Fairview Elementary	4	8	1	1	**14**	4	38	**42**	**56**	1	21	10	9
Frasch Elementary	1	3	0	0	**4**	2	42	**44**	**48**	1	23	2	2
Gillis Elementary	0	1	2	3	**6**	3	51	**54**	**60**	2	28	4	2
Henry Heights Elementary	0	5	4	0	**9**	1	23	**24**	**33**	1	8	7	4
Iowa High	0	8	5	1	**14**	0	26	**26**	**40**	2	16	3	5
Iowa Middle	3	4	1	0	**8**	3	27	**30**	**38**	2	18	5	7
J. I. Watson Elementary	1	8	2	0	**11**	3	28	**31**	**42**	1	12	12	3
J. J. Johnson Elementary	1	10	1	0	**12**	1	14	**15**	**27**	1	6	10	11
Jake Drost	0	1	4	0	**5**	0	4	**4**	**9**	1	3	1	0
Kennedy Early Learning Center	1	2	3	0	**6**	0	1	**1**	**7**	1	0	3	1
LaGrange High	3	22	4	3	**32**	1	54	**55**	**87**	4	24	11	10

	NON CERTIFIED TEACHERS				TOTAL	LCB			GRAND TOTAL				
	SPRING BOARD (Degreed Long Term Substitutes)	*TAT TEMPORARY AUTHORITY TO TEACH	*PL ENROLLED IN A CERTIFICATION PROGRAM	SUBSTITUTE TEACHER (Typically Degreed)	TOTAL NON-CERTIFIED	CERTIFIED TEACHERS ON AN OFAT	CERTIFIED TEACHERS	TOTAL CERTIFIED & OFATS	TOTAL ALL TEACHERS	ASSISTANT PRINCIPALS	TEACHERS CERTIFIED IN CORE SUBJECTS	NON-CERTIFIED IN CORE SUBJECTS	TEACHERS NEW TO OUR SYSTEM
LCB Academy VIP	1	1	0	0	**2**	0	11	**11**	**13**	0	2	1	0
LeBlanc Middle	1	3	2	0	**6**	0	27	**27**	**33**	1	16	3	1
LeBleu Settlement Elem.	0	2	2	1	**5**	3	21	**24**	**29**	1	14	5	2
M. J. Kaufman Elementary	0	0	2	0	**2**	3	25	**28**	**30**	1	16	0	1
Maplewood Elementary	2	3	1	1	**7**	2	44	**46**	**53**	1	26	3	3
Maplewood Middle	0	3	2	2	**7**	0	25	**25**	**32**	1	14	2	2
Moss Bluff Elementary	1	7	2	0	**10**	4	55	**59**	**69**	2	35	8	6
Moss Bluff Middle	2	5	1	0	**8**	0	59	**59**	**67**	3	34	3	4
Oak Park Elementary	2	4	4	0	**10**	2	22	**24**	**34**	1	16	7	4
Oak Park Middle	1	3	1	1	**6**	0	35	**35**	**41**	2	19	5	3
Pearl Watson Elementary	5	5	1	1	**12**	1	13	**14**	**26**	1	7	6	4
Positive Connections	0	1	0	0	**1**	1	11	**12**	**13**	0	6	0	0
Prien Lake Elementary	0	2	3	0	**5**	4	46	**50**	**55**	2	34	3	5
R. D. Molo Middle	3	18	2	0	**23**	0	12	**12**	**35**	2	4	14	6
R. W. Vincent Elementary	0	4	1	2	**7**	2	19	**21**	**28**	1	11	2	3
Ralph Wilson Center for Opp	0	2	1	0	**3**	0	4	**4**	**7**	0	4	3	1
S. J. Welsh Middle	1	7	1	1	**10**	0	80	**80**	**90**	4	41	4	3
S. P. Arnett Middle	0	1	0	0	**1**	0	26	**26**	**27**	1	13	0	1
St. John Elementary	3	5	2	1	**11**	2	41	**42**	**53**	2	23	9	6
Sam Houston High	0	13	6	0	**19**	1	62	**63**	**82**	3	39	7	4
Starks High	2	2	0	0	**4**	0	36	**36**	**40**	1	14	2	3
Sulphur High	1	14	3	2	**20**	3	86	**89**	**109**	3	46	4	9
Sulphur High 9th	0	1	3	1	**5**	5	34	**39**	**39**	1	17	3	3
T. H. Watkins Elementary	1	7	0	0	**8**	1	13	**14**	**22**	1	8	4	3
T. S. Cooley Elementary	0	0	0	0	**0**	0	18	**18**	**18**	1	12	0	0
Vincent Settlement Elem.	0	4	1	0	**5**	1	20	**21**	**26**	1	13	4	4
Vinton Elementary	0	4	1	0	**5**	1	19	**20**	**25**	1	13	4	6

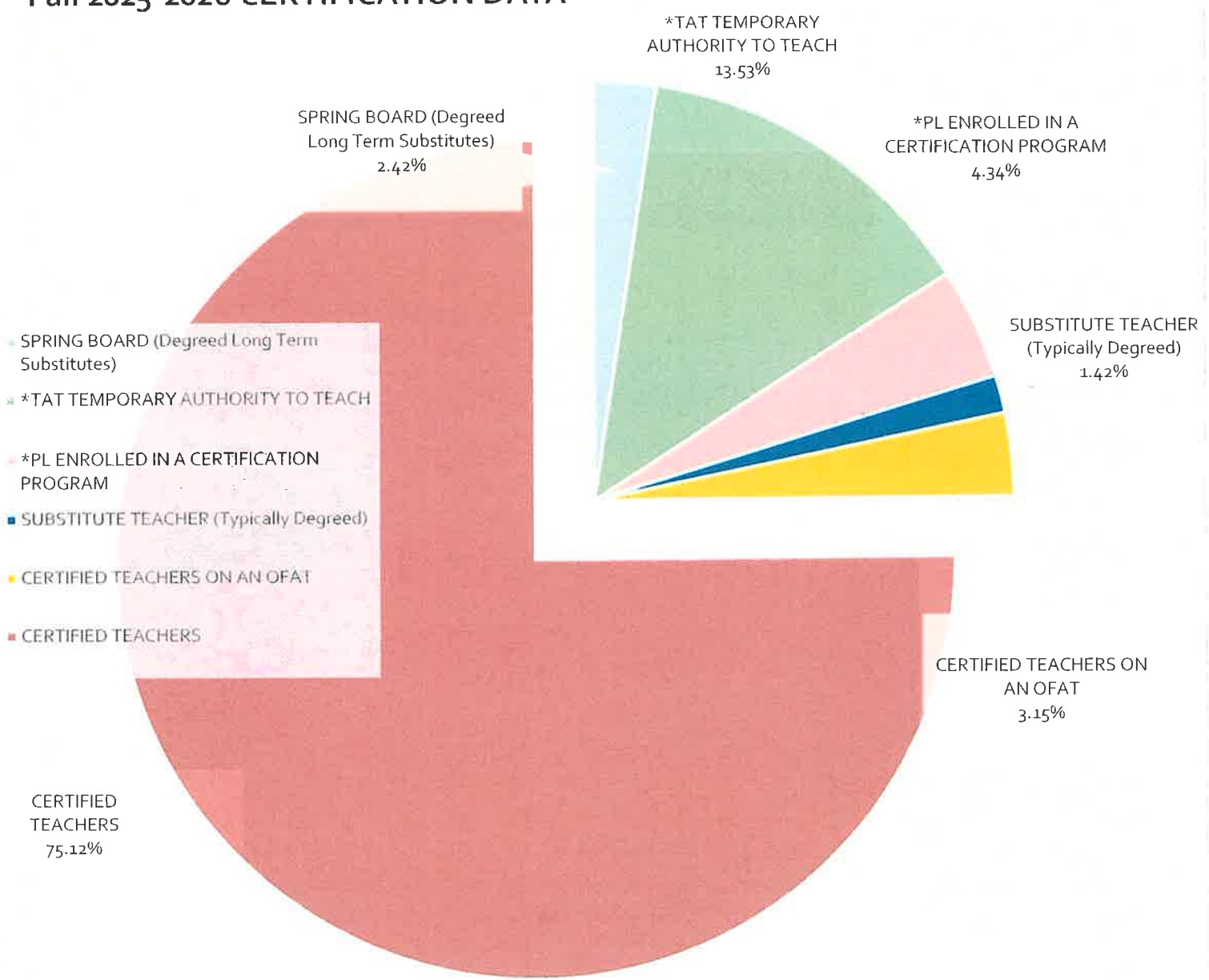
	NON CERTIFIED TEACHERS				TOTAL	CERTIFIED TEACHERS			GRAND TOTAL				
	SPRING BOARD (Degreed Long Term Substitutes)	*TAT TEMPORARY AUTHORITY TO TEACH	*PL ENROLLED IN A CERTIFICATION PROGRAM	SUBSTITUTE TEACHER (Typically Degreed)	TOTAL NON-CERTIFIED	CERTIFIED TEACHERS ON AN OFAT	CERTIFIED TEACHERS	TOTAL CERTIFIED & OFATS	TOTAL ALL TEACHERS	ASSISTANT PRINCIPALS	TEACHERS CERTIFIED IN CORE SUBJECTS	NON-CERTIFIED IN CORE SUBJECTS	TEACHERS NEW TO OUR SYSTEM
Vinton High	0	3	1	1	**5**	1	19	**20**	**25**	1	13	1	1
Vinton Middle	1	3	1	0	**5**	1	16	**17**	**22**	1	9	3	0
W. T. Henning Elementary	0	2	1	1	**4**	2	28	**30**	**34**	1	15	3	4
W. W. Lewis	0	8	1	0	**9**	1	51	**52**	**61**	3	13	5	3
Washington-Marion High	4	14	1	0	**19**	0	36	**36**	**55**	3	6	12	9
Western Heights Elementary	0	1	0	0	**1**	0	27	**27**	**28**	1	15	1	2
Westlake High	0	8	2	1	**11**	0	31	**31**	**42**	2	18	6	5
Westwood Elementary	0	0	2	0	**2**	0	32	**32**	**34**	1	18	2	3

	SPRING BOARD (Degreed Long Term Substitutes)	*TAT TEMPORARY AUTHORITY TO TEACH	*PL ENROLLED IN A CERTIFICATION PROGRAM	SUBSTITUTE TEACHER (Typically Degreed)	TOTAL NON-CERTIFIED	CERTIFIED TEACHERS ON AN OFAT	CERTIFIED TEACHERS	TOTAL CERTIFIED & OFATS	TOTAL ALL TEACHERS	ASSISTANT PRINCIPALS	TEACHERS CERTIFIED IN CORE SUBJECTS	NON-CERTIFIED IN CORE SUBJECTS	TEACHERS NEW TO OUR SYSTEM
TOTALS:	**63**	**352**	**113**	**37**	**565**	**82**	**1954**	**2035**	**2595**	**96**	**1072**	**309**	**254**
%	**2.43**	**13.56**	**4.35**	**1.43**	**21.77**	**3.16**	**75.30**	**78.42**	**100.19**				

*TAT - TEMPORARY CERTIFICATE ISSUED BY THE LDOE

*PL - PROVISIONAL LICENSE ISSUED BY THE LDOE

Fall 2025-2026 CERTIFICATION DATA



Support and Admin Step Increases

Steps	Employees Impacted by Change	Additional Cost
35	28	$ 35,592
40	13	$ 52,918
47	5	$ 58,019

These include support and administrative.

Problems start to develop with administrative step increases:

Under the current 30-step salary schedule:

- A 12-month Supervisor at Step **24** (1.5452) is paid above the Director index.
- A Supervisor at Step **25** (1.5610) is paid above the CTO and Risk Manager index.
- A Supervisor at Step **29** (1.6240) is paid above the Administrative Director index.

If the schedule were extended to 47 steps:

- Step **35** (1.7186) would be approximately equal to the CFO, CAO, and COO index.

Cost to Increase Directors, Admin Directors, CAO, CFO, COO beyond each Step Level

Steps	Cost
30	$ 241,387
35	$ 362,019
40	$ 482,650
47	$ 651,535

Calcasieu Parish School Board
Job Description
Supervisor of Payroll

QUALIFICATIONS: Bachelor's degree of Business Administration, Accounting or related field with a minimum of 30 hours in business. A minimum of two years' experience in electronic data processing payroll operations and activities. A minimum of two years' experience pertaining to Internal Revenue Service and Louisiana Department of Revenue rules and regulations regarding payroll functions. Such alternatives to the above qualifications as deemed appropriate.

REPORTS TO: Director of Payroll / Personnel

JOB GOALS: To ensure that prompt preparation, recording and disbursement of all wages, salaries and other payroll liabilities.

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule adopted by the Calcasieu Parish School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel

PERFORMANCE RESPONSIBILITIES:

1. Conducts those tasks and assignments as directed by the Superintendent of Schools, Associate Administrator for Management and Finance and Director of Payroll / Personnel in an effective, efficient, and timely manner.
2. Performs and conducts all responsibilities in a manner to be rated not partially successful on those items listed in the Evaluation Plan as Observational Criteria and Explanation of Observational Criteria.
3. Conducts all tasks and assignments in a competent and honest manner.
4. Is consistently supportive of the goals established for Calcasieu Parish Schools by the Superintendent of Schools and/or Board.
5. Demonstrates the ability to supervise as well as to accept supervision and directives in a productive manner.
6. Conducts the following listed tasks in conjunction with the Director of Payroll / Personnel on a continuous basis:
   A. Issues, processes, and links all payrolls to the General Ledger. Payrolls are as follows:
      1. Worker's Compensation
      2. Cash Payments and Voided Checks
      3. Substitutes
      4. Supplemental (when applicable)
      5. Monthly
      6. Extended Child Care Payrolls
      7. Corrective Payrolls (Mini Payrolls)
   B. Maintains control and assures proper completion of the following forms:
      1. W-2, L-2, W-3, and L-3 Forms
      2. 941 and L-1 Quarterly Reports
      3. Quarterly State Unemployment Form
      4. Unclaimed Property Tax Forms
      5. Fraud Detection Wage Reports
      6. Bi-Monthly LA Income Withholding Tax Form
   C. Remits all of the following taxes:
      1. Federal Withholding Tax
      2. State Withholding Tax
      3. F.I.C.A. Tax (Medicare Portion)

D. Answers questions and notify employees of all garnishments and levies received. These duties include the following:
   1. Notifies personnel to start/stop deduction
   2. Maintains controls of all charges
   3. Oversees preparation of all garnishment and levy checks

E. Balances the payroll bank account:
   1. Prepares journal vouchers pertaining to the payroll bank account and forwards to Accounting and Budgeting Department for data entry.
   2. Requests for transfers of funds from the General Fund to the payroll account for all payrolls processed

F. Requisitions all supplies, materials and equipment necessary to carry out the purposes and functions of the department.

G. Pays and reconciles both the employee and employer funds for the following retirement systems:
   1. Louisiana Teachers' Retirement System-Regular Plan
   2. Louisiana School Employees' Retirement System
   3. Louisiana Teachers' Retirement System-Plan A
   4. Louisiana State Employees Retirement System

H. Prepares and processes documentation for all payrolls processed, payroll timesheets, and leave details.

I. Prepares and delivers to the Board's fiscal agent all direct deposit records and positive pay files for all applicable payrolls.

J. Computes and implements fixed federal withholding tax for all employees that use a Calcasieu Parish School Board vehicle for personal use.

K. Completes statistical data for the U. S. Department of Labor.

L. Attend staff meetings of the Management and Finance Departments.

M. Prepares an annual budget for the department to be submitted for approval to the Associate Administrator and the Board.

N. Performs other duties as assigned by the Director of Payroll / Personnel and Associate Administrator for Management and Finance.

7. Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.

PERFORMANCE DUTIES: Performs other duties and tasks as deemed appropriate by the Superintendent or Chief Financial Officer.

Evaluatee Signature: _____ Evaluator Signature: _____

Evaluatee Name (Print): _____ Date: _____